

10 Steps to Serving SFSP Meals

1. Complete all items on the **Delivery Checklist**
2. Verify that you have all **necessary documents** (menus, temp log, paper meal count sheets) and that your “**And Justice for All**” poster is displayed in a public spot
3. **Take temps** of all food items **within 15 minutes of service**
4. **Sanitize ALL surfaces** you serve from and that kids eat on
5. **Check the clock** to ensure you serve within your meal times:
 - ❖ My breakfast/snack time is from _____ to _____
 - ❖ My lunch/dinner time is from _____ to _____
6. **Use Link2Feed** for every meal service
 - ❖ Be sure to count all kids at **Point-of-Service**, between when the child receives and finishes the meal
7. Ensure everyone who is serving kids obtains the **necessary clearances and receives training**
8. Serve all of the **correct components** during the correct meal service while following all **food safety rules**
9. **Serve ALL kids 18 and under equally** regardless of age, sex, race, disability, and/or national origin
10. Follow **leftovers and seconds policy** according to meal type



**Contact the Food Bank with any issues
412-745-6508**