

# 10 Steps to Serving Afterschool Meals

1. Complete all of the items on the **Food Delivery Checklist**
2. Verify **all paperwork and signage** is present (And Justice for All poster, Building for the Future flier, backup meal count sheets, temp log, menu). Visit the “Documents and Downloads” section of the Food Bank’s website for all forms.
3. **Take temperatures** of all food items listed on your temperature log a second time within 15 minutes prior to serving the meal.
4. **Sanitize** ALL surfaces you are serving from and that kids are eating on.
5. Check the clock to ensure that you **serve within your mealtimes**:  
  
My dinner time is \_\_\_\_\_ to \_\_\_\_\_  
My snack time is \_\_\_\_\_ to \_\_\_\_\_  
My super snack time is \_\_\_\_\_ to \_\_\_\_\_
6. Ensure **everyone who is serving kids** obtains FBI, Act 33 & Act 34 **clearances and received training** through Docebo. Notify the Food Bank if any individual needs to be added to our on-line, on-demand CACFP training platform.
7. **Use Link2Feed** for every meal by clicking "Open" under the CACFP & SFSP" banner followed by the blue “School Year” rectangle to start your meal service. Be sure to count all kids at the Point-of-Service, which means all meals and snacks should be logged in the time between the child receiving and finishing the meal.
8. When serving, make sure all kids are **OFFERED** all components of the meal and snack, and that they take at least **3/5** components of dinner and **ALL** components of snack
9. **Serve meals to all kids equally**. All kids should be served the same regardless of age, sex, race, color, national origin, religion, disability or sexual orientation (including gender identity). If any kid requires a substitution due to a disability or allergy, notify the Food Bank.
10. **Follow the leftover and seconds meal policies** according to your meal type

Contact the Food Bank with any issues at 412-745-6508 OR  
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