

LOS ANGELES UNIFIED SCHOOL DISTRICT FOOD SERVICES DIVISION

BREAKFAST IN THE CLASSROOM (BIC) PRE-LAUNCH CHECKLIST

AFSS CHECKLIST FOR BIC PROGRAM

6-8 WEEKS PRIOR TO ROLL-OUT

- Obtains the BIC Pre-launch Packet for review, BIC Roll-out Timeline, confirms and inputs dates.
- Conducts BIC School Readiness Evaluation
- Meets with Principal to:
 - Coordinates Teachers' BIC training schedule
 - Discuss food pick up schedule, trash disposal areas; insulated bag storage areas
 - Discuss School Readiness Evaluation result and have Principal sign off on Evaluation sheet
- Schedules FS Staff BIC training
- Submits Readiness Evaluation Sheet to ESC Regional Manager

5 WEEKS PRIOR TO ROLL-OUT

- Receives a copy of Readiness Evaluation for any large equipment requisition approval

4 WEEKS PRIOR TO ROLL-OUT

- Sends copy of **BIC Letter for Parents** to Principal
- Confirms Teachers' BIC training schedule via e-mail or phone call
- Schedules BIC training for FS staff
- Coordinates with Regional Manager regarding Training schedules
- Makes cafeteria schedule revisions

3 WEEKS PRIOR TO ROLL-OUT

- Ensures that training was conducted for Principal, Teacher, Plant Manager, Building and Grounds and FS Staff
- Ensures that FSM order BIC supplies
- Ensures Sheriff Badges are available

2-1 WEEK PRIOR TO ROLL-OUT

- Follow-up FSMs tasks
- Verify large equipment delivery (if any)

DAY OF ROLL-OUT

- Follow-up FSMs tasks

1 MONTH AFTER ROLL-OUT

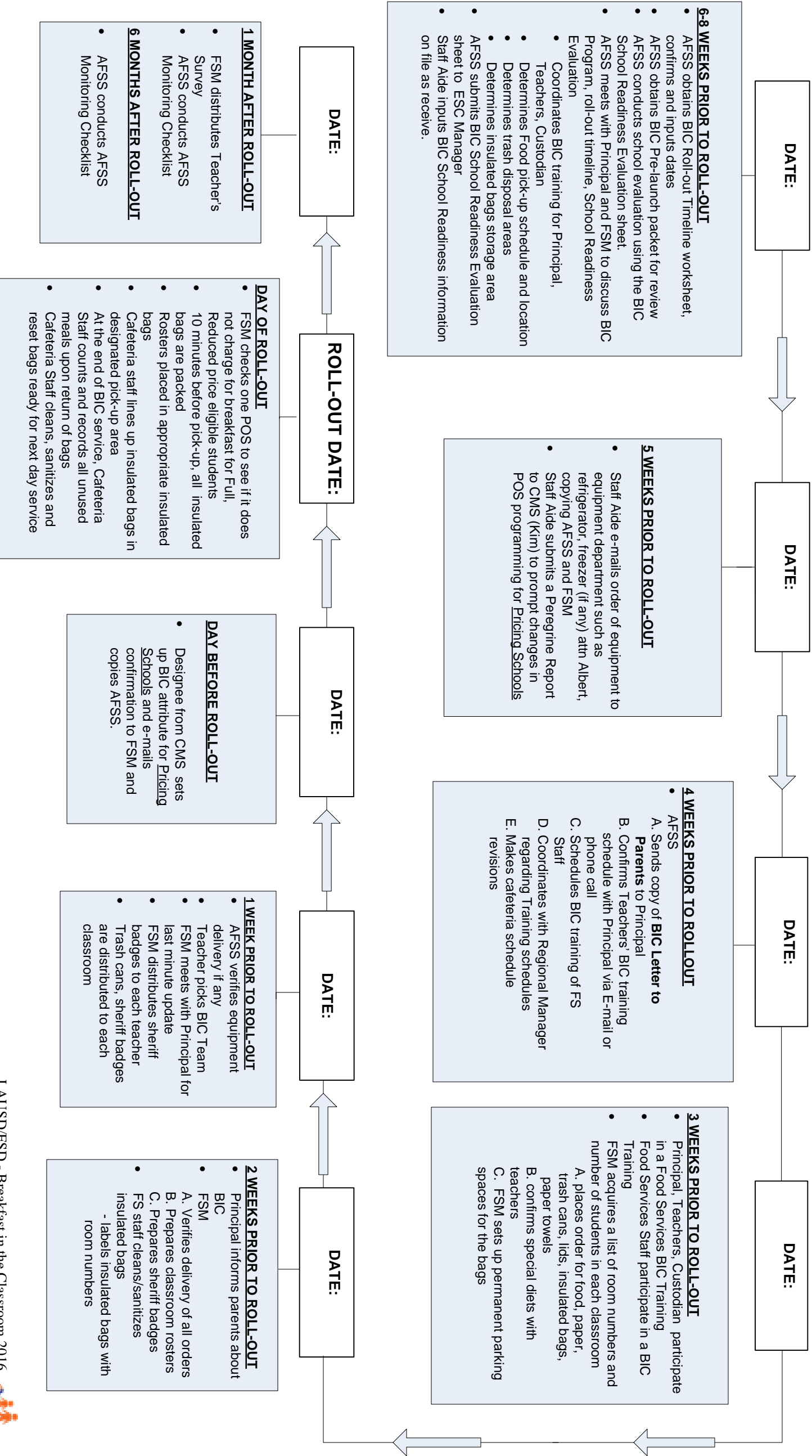
- Performs AFSS BIC Monitoring
- Documents all concerns and provides possible solutions

6 MONTHS AFTER ROLLOUT

- Performs AFSS BIC Monitoring
- Documents all concerns and provides possible solutions

School Name: _____

BIC ROLL-OUT TIMELINE



PRINCIPAL CHECKLIST FOR BIC PROGRAM

6-8 WEEKS PRIOR TO ROLL-OUT

- Principal meets with AFSS to discuss BIC program and Timeline, BIC training date for Teachers, Plant Manager and Building & Grounds Worker
- Determine pick-up schedules for food, designated food pick-up locaiton, trash disposal areas

4 WEEKS PRIOR TO ROLL-OUT

- Confirms via e-mail or phone with AFSS the training date for teachers, plant managers, building and grounds worker

3 WEEKS PRIOR TO ROLL-OUT

- Participates in a Food Services BIC Training for Teachers, Plant Manager and Building & Grounds Worker

2 WEEKS PRIOR TO ROLL-OUT

- Sends inforamtion to parents regarding BIC program
- Review communication letter and blackboard message

1 WEEK PRIOR TO ROLL-OUT

- Meets with Cafeteria Manager for last minute update

1 DAY PRIOR TO ROLL-OUT

- Communicate with Cafeteria Manager for last minute update
- Verify that all tasks are completed for the roll-out

Updated 10/27/16

BUILDING AND GROUNDS WORKER'S CHECKLIST FOR BIC PROGRAM

3 WEEKS PRIOR TO ROLL-OUT

- Attends the training for BIC conducted by Food Services Division (FSD)

2 WEEKS PRIOR TO ROLL-OUT

- Discuss BIC duties with the Plant Manager

1 WEEK PRIOR TO ROLL-OUT

- Designates areas for trash containers
- Designates areas for trash pick-up
- Receives trash containers from Plant Manager
- Receives trash containers casters from Plant Manager (if ordered and approved)
- Receives tilt truck from Plant Manager (if ordered and approved)

DAILY

- Place trash containers in the designates areas
- Collect BIC trash from the designated trash pick-up areas
- Dispose of BIC trash into the dumpster
- Clean-up of large spills and spot clean as needed

PLANT MANAGER'S CHECKLIST FOR BIC PROGRAM

3 WEEKS PRIOR TO ROLL-OUT

- Attends the training for BIC conducted by Food Services Division (FSD)
- Confirm trash container order quantities
- Request trash container casters from the FS Manager (requires FSD AFSS approval)
- Request a tilt truck from the Food Services Manager (requires FSD AFSS approval)

2 WEEKS PRIOR TO ROLL-OUT

- Introduces BIC Program to Building and Grounds Workers

1 WEEK PRIOR TO ROLL-OUT

- Designates areas for trash containers
- Designates areas for trash pick up
- Receives trash containers from FS Manager
- Receives trash containers casters from FS Manager (if approved)
- Receives tilt truck from FS Manager (if approved)

DAILY

- Place trash containers in the designates areas
- Collect BIC trash from the designated trash pick-up areas
- Dispose of BIC trash into the dumpster
- Clean-up of large spills and spot clean as needed

Update 10/27/16

ELEMENTARY TEACHER'S CHECKLIST FOR BIC PROGRAM

3 WEEKS PRIOR TO ROLL-OUT

- Attends the training for BIC conducted by FS Division

2 WEEKS PRIOR TO ROLL-OUT

- Introduces BIC Program to students

1 WEEK PRIOR TO ROLL-OUT

- Selects BIC Teams and Classroom Sheriff/Ambassador
- Designates areas for trash cans and table set-up
- Receives Sheriff/Ambassador badges and trash cans from Food Services Manager
- Receive materials from cafeteria
- Obtain colander if using sink to dispose liquid

Issues you see due to BIC, can be communicated through these two venues:

- BIC Hot Line (213) 241-2956
- Email: BIC @lausd.net

Issues you see due to Maintenance and Operations can be communicated through:

- LAUSD Service Calls App for iphone and droid phones

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V13-1

ELEMENTARY STUDENT CHECKLIST FOR BIC PROGRAM

- Delivery Team picks up breakfast meals from Cafeteria
- Delivery Team arranges bags on designated tables inside the classroom
- Students go through the line and obtain their complete breakfast meal from insulated bags
- Teacher or Students sign or check off their names on the roster at the POS after receiving a reimbursable meal
- Students consume meal in the classroom
- Clean-up Team leads fellow students in a line to dispose of trash and left-over beverage in the trash cans provided (or liquid in the sink)
- Clean-up Team puts trash can in the designated area for that classroom outside the classroom
- With all un-served items left in bags, Clean-up Team closes and zips insulated bags
- Delivery Team wheels insulated bags back to the cafeteria, ensuring that the roster for the day is returned with the bags

LOS ANGELES UNIFIED SCHOOL DISTRICT FOOD SERVICES DIVISION

BREAKFAST IN THE CLASSROOM (BIC)

BIC TEAMS JOB DESCRIPTIONS

This document contains job descriptions for the Delivery Team, Clean-Up Team, Classroom Sheriff/Ambassador and BIC Sheriff Badges

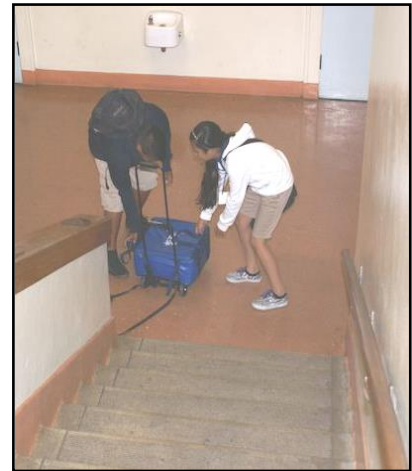
Elementary Bag Transport Procedures on Stairs



1. At the bottom of the stairs, lift one bag.
2. Carry bag upstairs using bag handles.



3. Hold onto the staircase handles while going up the stairs to gain support.
4. Set the bag down on the top of the stairs.



5. Repeat the procedure for the 2nd bag.



6. Leaving the 2nd bag on top of the stairs' landing, pick up rolling cart and carry it upstairs.



7. Set the bags on the cart.



8. Strap the bags.



9. Roll cart to the designated classroom.

Breakfast in the Classroom Clean-Up Team

Note: Team can be comprised of students, parent volunteers or aide

Clean-Up Team (2)

- ✚ When the class is done eating, the clean-up team stands by the trashcan to see to it that all participants carefully place their trash into the can.
- ✚ No food can be saved in the classroom after meal service.
Puts the trashcan outside door of the classroom
- ✚

Breakfast in the Classroom

Breakfast Sheriff/Ambassador

Breakfast Sheriff/Ambassador (1)

- ✚ Put on your “Breakfast Sheriff/Ambassador badge.
- ✚ Walk around your classroom after leftover food and trash is removed. Carry a wet towel with you.
- ✚ Look on the floor, inside desks, and on top of desks for any wrappers, spills, and crumbs. When you see something that needs to be cleaned up or picked up, ask your classmate to do so. Give your classmate a wet paper towel and water bottle spray if he/she needs it.





BEST PRACTICES Guidelines for Service



BREAKFAST SERVICE TIMELINE	
8:00 am	<ul style="list-style-type: none"> • Delivery Team report to the Cafeteria and pick up the insulated bags for their individual classroom.
8:05 am	<ul style="list-style-type: none"> • There will be 2 bags per day per classroom. • Each insulated bag will be labeled with the room number. • Delivery Team reports to their classrooms (rolling insulated bags). • Delivery Team place the open bags with the food item on the designated table in the classroom for each child to pick-up their menu items. This can be done as they come into the classroom saving the time of having them get back up after being seated. <ul style="list-style-type: none"> ○ K-2: Teacher / adult volunteer checks off names on the roster at the end of the line ○ Grades 3 and up: Teacher or designated student checks off names on the roster at the end of the line • All un-served food remaining in the insulated bags will be returned to the Cafeteria. FOOD cannot be kept in the CLASSROOM after meal service. • Clean up team place trash can in central location preferably by the hand sink.
8:05 am – 8:15 am	<p>Meal Period</p> <ul style="list-style-type: none"> • Students, teachers and volunteers eat breakfast while attending to morning activities such as attendance, homework, etc. • Students place all waste and leftovers in the trash can/ common table for each classroom. • Breakfast Sheriff/Ambassador walks around classroom checking floor, inside desks, and on <i>top</i> of desks for any wrappers, spills, and crumbs. • Clean Up Team ties off the trash bag and places the trash can outside the door of the classroom.
8:15 am	<ul style="list-style-type: none"> • Delivery Team returns the rolling insulated bags back to the Cafeteria.
8:30 - 8:45am	<ul style="list-style-type: none"> • Custodial Staff collects trash bags. • Cafeteria Staff perform safety/HACCP procedures on food and does counting and claiming procedures

Update 10/27/16

CAFETERIA STAFF CHECKLIST FOR BIC PROGRAM

6 WEEKS PRIOR TO ROLLOUT DATE

- Cafeteria Manager meets with Principal and AFSS to discuss, pick-up schedule for food, designated food pick-up location, trash disposal areas

4 WEEKS PRIOR TO ROLLOUT DATE

- Cafeteria Manager coordinates with AFSS regarding training date for cafeteria staff

3 WEEKS PRIOR TO ROLLOUT DATE

- Participates in a Food Services BIC Training
- Assign the Designated Pick-up/Drop off location
- Assign the storage location for the bags
- Cafeteria Manager acquires a list of room numbers and the number of students in each classroom to forecast food counts, making sure that the teacher, teacher's assistant and any parent volunteers are included
- Cafeteria Manager places order for food, paper and operating supplies (insulated bags, 44 gal plastic trash cans, single-fold paper towel, spray bottles etc.) from the warehouse
- Cafeteria Manager confirms special diets with teachers and ensures that it is considered

2 WEEKS PRIOR TO ROLLOUT DATE

- Cafeteria Manager verifies that the items ordered will be delivered
- Cafeteria Manager prepares classroom rosters
- Food Services staff cleans/sanitizes, labels with classroom numbers insulated bags
- Cafeteria Manager sets up the Permanent Parking Spaces at the designated pick-up location
- Cafeteria Manager prepares the sheriff badges to be distributed to each classroom

1 WEEK PRIOR TO ROLLOUT DATE

- Cafeteria Manager checks with Principal for last minute updates
- Cafeteria Manager distributes Sheriff/ Ambassador badges, trash cans, spray bottles to each Classroom
- Cafeteria Manager sets up permanent parking space for each insulated bags

- Plans for staffing, method of food and insulated bag assembly line for day of roll out

DAY OF ROLLOUT

- 10 minutes before pick-up, have food ready and places lined class roster in each insulated bags and places each bag at the designated pick up location
- After BIC service, counts and records all unused meals upon return of bags at the end of service; follows left-over policy
- Follows all counting and claiming procedures
- Clean, sanitize and reset bags ready for next day service