LOS ANGELES UNIFIED SCHOOL DISTRICT FOOD SERVICES DIVISION

# BREAKFAST IN THE CLASSROOM (BIC) PRE-LAUNCH CHECKLIST

#### AFSS CHECKLIST FOR BIC PROGRAM

<u>6-8 WEEKS PRIOR TO ROLL-OUT</u> 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 shee
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

**6-8 WEEKS PRIOR TO ROLL-OUT 1 MONTH AFTER ROLL-OUT 6 MONTHS AFTER ROLL-OUT** sheet to ESC Manager AFSS obtains BIC Pre-launch packet for review on file as receive Staff Aide inputs BIC School Readiness information AFSS submits BIC School Readiness Evaluation Evaluation AFSS meets with Principal and FSM to discuss BIC School Readiness Evaluation sheet. AFSS conducts school evaluation using the BIC confirms and inputs dates AFSS obtains BIC Roll-out Timeline worksheet, Program, roll-out timeline, School Readiness AFSS conducts AFSS AFSS conducts AFSS Monitoring Checklist FSM distributes Teacher's Coordinates BIC training for Principal, Monitoring Checklist Determines trash disposal areas Determines Food pick-up schedule and location Determines insulated bags storage area Teachers, Custodian DATE: DATE: DAY OF ROLL-OUT Cafeteria Staff cleans, sanitizes and At the end of BIC service, Cafeteria designated pick-up area Rosters placed in appropriate insulated Staff counts and records all unused Cafeteria staff lines up insulated bags in bags are packed 10 minutes before pick-up, all insulated Reduced price eligible students not charge for breakfast for Full, FSM checks one POS to see if it does meals upon return of bags reset bags ready for next day service **ROLL-OUT DATE: 5 WEEKS PRIOR TO ROLL-OUT** to CMS (Kim) to prompt changes in Staff Aide submits a Peregrine Report refrigerator, freezer (if any) attn Albert, POS programming for Pricing Schools copying AFSS and FSM Staff Aide e-mails order of equipment to equipment department such as DATE **DAY BEFORE ROLL-OUT** Designee from CMS sets copies AFSS. confirmation to FSM and Schools and e-mails up BIC attribute for Pricing DATE: **4 WEEKS PRIOR TO ROLLOUT** B. Confirms Teachers' BIC training E. Makes cafeteria schedule C. Schedules BIC training of FS A. Sends copy of BIC Letter to D. Coordinates with Regional Manager schedule with Principal via E-mail or Parents to Principal regarding Training schedules phone call 1 WEEK PRIOR TO ROLL-OUT DATE: AFSS verifies equipment are distributed to each Trash cans, sheriff badges badges to each teacher FSM distributes sheriff last minute update FSM meets with Principal for Teacher picks BIC Team delivery if any DATE: **3 WEEKS PRIOR TO ROLL-OUT** FSM acquires a list of room numbers and number of students in each classroom Food Services Staff participate in a BIC in a Food Services BIC Training Principal, Teachers, Custodian participate **2 WEEKS PRIOR TO ROLL-OUT** B. confirms special diets with C. FSM sets up permanent parking A. places order for food, paper, spaces for the bags teachers trash cans, lids, insulated bags, paper towels FSM B. Prepares classroom rosters A. Verifies delivery of all orders Principal informs parents abou-FS staff cleans/sanitizes C. Prepares sheriff badges insulated bags labels insulated bags with room numbers DATE: DATE:

**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 Particiaptes 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

#### 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

#### ELEMENTARY TEACHER'S CHECKLIST FOR BIC PROGRAM

	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:

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

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

**3 WEEKS PRIOR TO ROLL-OUT** 

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

LAUSD Service Calls App for iphone and droid phones

#### 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

### Breakfast in the Classroom Elementary School Delivery Team

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

Elementary Delivery Team: K-3<sup>rd</sup> Grades: 3 (1 floor level) 4-6 Grades: 2 (1 floor level) 4 (2 floor level) 3 (2 floor level)

- At insert time a.m., go to the cafeteria and collect the rolling breakfast bag for your classroom.
- If your classroom is downstairs, wheel the bag to your classroom.
- If your classroom is upstairs:

#### **ELEVATOR**

- Wheel your bags to the elevator
- The breakfast supervisor or a parent volunteer will load the bags on the elevator and unload them once they arrive on the second floor.
- Walk upstairs to meet your bag by the elevator and then wheel your bags to your classroom.

#### **NO ELEVATOR**

- Wheel your bags by the staircase.
- Remove bags from the cart
- Carry the bags by the handle up the stairs
- Put bags back into the cart and then wheel your bags to your classroom
- Sets up food and drink in insulated bag on designated table
- ♣ Places classroom roster at the end of the serving line/
- Wheels bags back to the cafeteria.

To ensure safety of personnel and safeguard of the equipment, the "**Strap Safety Instructions**" must be followed:

- Ensure no loose straps are left dangling or lying directly on the floor:
  - During packing of the BIC bags
  - · While in the designated eating area
  - When bags are returned to the cafeteria while bags are in storage or not in use



Place the heavier bag at the bottom of the cart.
Don't leave side straps and the cart strap lying loose on the floor.



**Step 4** Place the heavier bag at the bottom of the cart.



Step 1
If the side strap has loosened and dangles to the floor, pull the straps up tight.



Step 5
To prepare the smaller bag, repeat steps 2 and 3.
Locate the bottom strap of the cart

and pull forward.



Step 2
Raise both of the side straps upwards.



**Step 6**Lift the bottom strap and pull over the back of the cart's handle.



Step 3
Fold the straps on the top of the bag, crossing each other, ensuring the straps are **NOT** hanging from the sides.



Step 7
The bags are now secured and ready for transportation or storage.

#### **Elementary Bag Transport Procedures on Stairs**



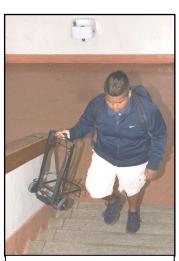
- 1. At the bottom of the stairs, lift one bag.
- 2. Carry bag upstairs using bag handles.



- 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  $2^{nd}$  bag.



6. Leaving the 2<sup>nd</sup> 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	Delivery Team report to the Cafeteria and pick up the insulated bags for their individual classroom.
8:05 am	<ul> <li>There will be 2 bags per day per classroom.</li> <li>Each insulated bag will be labeled with the room number.</li> <li>Delivery Team reports to their classrooms (rolling insulated bags).</li> <li>♣ 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> <li>K-2: Teacher / adult volunteer checks off names on the roster at the end of the line</li> <li>Grades 3 and up: Teacher or designated student checks off names on the roster at the end of the line</li> </ul> </li> <li>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.</li> <li>Clean up team place trash can in central location preferably by the hand sink.</li> </ul>
8:05 am – 8:15 am	<ul> <li>Meal Period</li> <li>Students, teachers and volunteers eat breakfast while attending to morning activities such as attendance, homework, etc.</li> <li>Students place all waste and leftovers in the trash can/ common table for each classroom.</li> <li>Breakfast Sheriff/Ambassador walks around classroom checking floor, inside desks, and on <i>top</i> of desks for any wrappers, spills, and crumbs.</li> <li>Clean Up Team ties off the trash bag and places the trash can outside the door of the classroom.</li> </ul>
8:15 am	Delivery Team returns the rolling insulated bags back to the Cafeteria.
8:30 - 8:45am	<ul> <li>Custodial Staff collects trash bags.</li> <li>Cafeteria Staff perform safety/HACCP procedures on food and does counting and claiming procedures</li> </ul>

#### 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