



Sample Salad Bar Day Checklist

Before Lunch (11:45 – 12:15)

- ✓ Plug in the salad bar and roll to serving location. Sanitize the thermometer and salad bar unit (1tbsp Quat/Savell in 3 Litres of hot water).
- ✓ Using the class order lists, count out the popsicle sticks for each class and place them in envelopes for the milk monitor to deliver.
- ✓ Set up a table with plates, forks, and hand sanitizer (ask the custodian for a table if one isn't nearby).
- ✓ Place foods in the unit when they arrive. Start with lettuce, then other veggies, then grains, protein and salad dressings.
- ✓ Take the temperature of mixed foods (eg. Potato salads, tuna salad) and record them on the clipboard.
- ✓ Keep food covered until about 12:10pm. Write the name of the food on masking tape for some of the foods that are hard to identify.
- ✓ Store foods that don't fit in the salad bar in the milk fridge. Label all foods with masking tape that are in the opaque containers.
- ✓ Put together one plate of food and leave as a display of appropriate serving sizes.

During Lunch (- 12:15 – 12:35)

- ✓ As students come through the line, collect popsicle sticks. Remind students to use hand sanitizer or wash their hands.
- ✓ Supervise the lunch line and support younger students who may need help.
- ✓ Describe and offer the foods to students.
- ✓ Remind students of appropriate serving sizes. Serve key food items like cheese.
- ✓ Students are allowed back for seconds. Remind them to ensure the serving spoons/tongs do not touch their plate.
- ✓ Collect money from staff that wishes to pay for lunch with exact change (\$4.50) after the students/staff who have pre-ordered have served themselves.
- ✓ Collect money and order forms from students/staff who wish to pay for the following week(s) salad bars.

After Lunch (- 12:30 – 12:50)

- ✓ Pack up leftover foods, dishes and serving spoons and return them to Windemere.
- ✓ Label all foods that remain in the milk fridge and were not used as "Not Used"
- ✓ Sanitize salad bar (1TBSP Quat/Savell in 3 Litres hot water) Unplug salad bar and put supplies away (salad bar, bench, tables, plates, cleaning supplies etc).