The following job aid is a laminated 8 x 10 card that is available to the Youth Specialist. He/she will use it during training and after training to:

* Remind them of important elements they should be considering before the meal
* As a checklist to ensure that they have done all the required items prior to the meal/snack
* Boost confidence that they will not “forget” important items
* As a workload delegation tool/briefing card if multiple YSs or staff are present

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| The Goal – Before the Meal/SnackBefore the meal/snack, we want to:  * Identify the proper meal/snack on the menu * Obtain approval and note amendments to the menu * Identify the proper time to start meal/snack preparation * Prepare the meal/snack properly and serve on-time * Use the proper ingredients and not wasting food/supplies * Supervise/support youth in assisting in preparation * Signal the time for the meal/snack  Safety Ensure personal safety and no damage to the facilities through safe and sanitary actions.  ☐ Don hairnets and gloves prior to beginning meal/snack prep  ☐ Unlock sharps when you need them, use them, and then lock  them back in the toolbox  ☐ Do not allow youths to handle chemicals Menu It is important to verify/comply with the menu as outlined for dietary/certification requirements, keep stable routines for youths, minimize confusion/frustration for staff, and control food that is purchased.  ☐ Locate menu on refrigerator/outside kitchen and identify  scheduled meal/snack  ☐ Check notes/emails for amendments  ☐ If desired meal/snack is different from what is  listed (more than preparation changes):   * Get change approved from appropriate supervisor * Note Change on Menu * Send FYI Email  Schedule It is important to maintain schedule so that other activities are not impacted and youth know what to expect. Identifying the desired serving time and estimating preparation time are key to this.  ☐ Note scheduled meal/snack and scheduled prep time on the  schedule  Note: Feel free to adjust as necessary  ☐ Begin meal/snack preparation at identified start time | **Gathering Ingredients**  You must keep youth in line-of-sight during meal preparation for the safety of the YSs and youth.  ☐ Gather ingredients listed on the schedule from the pantry  and refrigerator   * Choose oldest food at the front * Rotate new food to the back * Verify no gathered food is past labeled expiration date * Ensure no prohibited foods are present   ☐ Move to the food preparation area Supervise/Engage Youths in Preparation You want to provide the youths with proper supervision as well as engage them in the food preparation process while staying on schedule. This includes keeping them in line-of-sight and NOT allowing them to handle chemicals and sharps unless sharp usage is based on history and therapeutic needs.  If you are in need of support in supervising/engaging youth seek additional YSs or staff to help.  Once properly staffed:  ☐ Centralize the youth in the kitchen/dining room areas  ☐ Supervise the youth during meal/snack preparation  ☐ Engage the youth in referencing the Recipe Card  ☐ Use soapy water and paper towels/towels to clean up  messes  ☐ Use chemicals/cleaning supplies only when necessary  ☐ Detect any youth misbehavior during preparation   * Correct behavioral issues as needed * Note issues on FYI form * Notify supervisor if follow-up is necessary   ☐ Monitor preparation progress comparing with estimated  preparation time   * If meal will be late:   + Speed up preparation if possible OR notify youths/staff meal/snack will be late   ☐ Scan area regularly for sharps and keep youth away Meal Time When the meal/snack is prepared it is important to use standard phraseology to support a standardized environment.    ☐ Communicate to youths it is time for meal/snack time  ☐ Scan and identify youths that might be inappropriately  dressed and may need to change before meal/snack time  ☐ Observe youth moving towards kitchen/dining room area |