**Food & Nutrition: Huddle Agenda**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_\_\_\_**

**Supervisor/Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Daily Shift Huddle** | **AM** | **PM** |
| Greeting |  |  |
| Facility announcements |  |  |
| Changes to menu |  |  |
| Changes to work assignments |  |  |
| Equipment repair issues: ask about any issues and update staff on and progress on repairs |  |  |
| Test tray scores, upcoming inspections |  |  |
| Reminder about upcoming employee meetings |  |  |
| Reminders about employee education, reviews, and/or dietary QAPI |  |  |
| Sanitation or safety tip-of-the-day |  |  |

Go around and make sure each employee has all he/she needs for the tray line

|  |  |  |  |
| --- | --- | --- | --- |
| **Daily Pre-Meal Service Huddle** | **Breakfast** | **Lunch** | **Dinner** |
| All food and utensils ready |  |  |  |
| Temperatures taken/logged |  |  |  |
| Food tasting completed |  |  |  |
| Any work-related issues/problems that need immediate attention |  |  |  |

Notes to remember: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**INSTRUCTIONS:** Initial upon completion of tasks.