## Appendix G: School Foodservice Manager Interview and Survey

The School Foodservice Manager Interview for non-FFVP schools will differ only with the elimination of Part E for data collection in those schools. All other questions will be identical. The School Foodservice Staff Survey will be administered to the school foodservice manager or school foodservice lead in FFVP schools only.

## School Foodservice Manager Interview - FFVP School

Date: $\qquad$ Interviewer Initials: $\qquad$ School ID\#: $\qquad$

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is $0584-x x x x$. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Food and Nutrition Service, Office of Research and Analysis, 3101 Park Center Drive, Alexandria, VA 22302.

I would like to ask you some questions about the foods at your school. Most of the questions are to help us when we are describing the foods recorded by students on their food diaries. This interview should take about 10 minutes to complete. Before we begin, can I first get a copy of the lunch, breakfast and after school or other snack program menus, for yesterday, today and tomorrow AND the fresh fruit and vegetable program (FFVP) menus for this month and any past months that you may have on file for this school year? I may also need nutritional information about the school foods served yesterday, today or tomorrow.
A. About Interviewee(s) [Multiple foodservice staff may be needed to answer questions]

| Current position | Name | Phone |
| :--- | :--- | :--- |
| $\square_{1}$ School foodservice lead/manager |  |  |
| $\square_{2}$ District foodservice manager/director |  |  |
| $\square_{3}$ School FFVP lead/manager |  |  |
| $\square_{4}$ Other |  |  |

1. Where is school food prepared?
$\square 1$ At school site
$\square 2$ At central kitchen $\square$ $\qquad$ Other (write in)
2. During this current school year, have you or any foodservice staff at your school engaged in the following activities to promote your school meals program? (Mark all that apply)
$\square 1$ Attended a PTA or other parent group meeting to discuss the school food service program
$\square$ 2Provided families with information about the school food service program
$\square$ Invited family members to eat a school meal
$\square 4$ Participated in a nutrition education activity in the classroom
$\square{ }_{5}$ Conducted a nutrition education activity in the food service area
$\square 6$ Other promotional activities (write in)

Now let's talk about the reimbursable items at lunch (yesterday/today). Please tell me about each item served - what it was, the portion size, how it was prepared or if packaged, and if it is a USDA commodity food. If it is a packaged food I want to look at the package for nutrient information. If it is a USDA recipe, I need the recipe number.
[*Record kcals for packaged food. Record recipe number for USDA food. Check box if commodity.]

## 1. Reimbursable LUNCH

| Item <br> (Include brand name \& product code) | Portion Sizel Package Wt | How Prepared or If Packaged | Nutrient Info/USDA recipe number* |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
| Condiments available: |  |  |  |
| Fluid milk, white (specify all types available): |  | Record color for each type of milk carton. |  |
| Fluid milk, flavored (chocolate, strawberry) (specify all types available): |  | Record color for each type of milk carton. |  |

Now let's talk about the other foods sold a la carte at lunch (yesterday/today). Please tell me about each item served - what it was, the portion size, and how it was prepared or if packaged food. If it is a packaged food I want to look at the package for nutrient information if available.
[*Record kcals for packaged food. Write NONE in first row if no al la carte foods.]


## C. School Breakfast

Reference Day (student diary breakfast): $\square_{1}$ Today $\quad \square_{2}$ Tomorrow $\quad \square_{3}$ Not Provided by School

Now let's talk about the reimbursable items at breakfast (today/tomorrow). Please tell me about each item served - what it was, the portion size, how it was prepared or if packaged, and if it is a USDA commodity food. If it is a packaged food I want to look at the package for nutrient information. If it is a USDA recipe, I need the recipe number.
[*Record kcals for packaged food. Record recipe number for USDA food. Check box if commodity.]

| 1. Reimbursable BREAKFAST (Include brand name \& product code) | Portion Sizel Package Wt | How Prepared or If Packaged | Nutrient Infol USDA recipe number * |
| :---: | :---: | :---: | :---: |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
| Condiments available: |  |  |  |
| Fluid milk, white (specify all types available): |  | Record color for each type of milk carton. |  |
|  |  | Record color for each type of milk carton. |  |

Now let's talk about the other foods sold a la carte at breakfast (today/tomorrow). Please tell me about each item served - what it was, the portion size, and how it was prepared or if it was packaged. If it is a packaged food I want to look at the package for nutrient information if available.
[*Record kcals for packaged food. Write NONE in first row if no al la carte foods.]
2. A la Carte BREAKFAST

| Item <br> (Include brand name \& product code) | Portion <br> Sizel <br> Package Wt | How Prepared or <br> If Packaged | Nutrient Info* |
| :---: | :---: | :--- | :--- |
|  |  |  |  |
|  |  |  |  |

## D. School Snack (other than FFVP)

Reference Day (student diary snack): $\square 1$ Today $\quad \square_{2}$ Tomorrow $\quad \square_{3}$ Not Provided by School

Now let's talk about the items served at snack (today/tomorrow) including any provided during school time and after-school (but not including FFVP). Please tell me about each item served - what it was, the portion size, how it was prepared or if it was packaged, and if it is a USDA commodity food. If it is a packaged food I want to look at the package for nutrient information if available. If it is a USDA recipe, I need the recipe number if available. [*Record kcals for packaged food. Record recipe number for USDA food. Check box if commodity. Write NONE in first row if no snack served.]

| 1. In-School Snack |  |  |  |
| :---: | :---: | :---: | :---: |
| Item <br> (Include brand name \& product code) | Portion Sizel Package Wt | How Prepared or If Packaged | Nutrient Infol USDA recipe number * |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
| Fluid milk, white (specify all types available): |  | Record color for each type of milk carton. |  |
| Fluid milk, flavored (chocolate, strawberry) (specify all types available): |  | Record color for each type of milk carton. |  |

## 2. After-School Snack

| Item <br> (Include brand name \& product code) | Portion Sizel Package Wt | How Prepared or If Packaged | Nutrient Infol USDA recipe number * |
| :---: | :---: | :---: | :---: |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
|  |  |  | $\square$ |
| Fluid milk, white (specify all types available): |  | Record color for each type of milk carton. |  |
| Fluid milk, flavored (chocolate, strawberry) (specify all types available): <br> Whole $\square_{1} \quad 2 \% \square_{2} \quad 1 \frac{1}{2} \% \square_{3}$ <br> $1 \% \quad \square_{4} \quad 1 / 2 \% \square_{5} \quad$ Skim $\square$ |  | Record color for each type of milk carton. |  |

## E. Fresh Fruit and Vegetable Program (FFVP)

Reference Day (student diary snack): $\square_{1}$ Yesterday $\square_{2}$ Today $\square_{3}$ Tomorrow

1. How long does it typically take to prepare FFVP each day (include preparation and clean-up)
$\qquad$ minutes
2. How many servings of FFVP are prepared per day served? $\qquad$ count
3. Estimate the percent (between 0 and $100 \%$ ) of the FFVP fruits and vegetables that you receive that goes to each of the following: (Note: should add to 100\%)

| FFVP Received | \% |
| :--- | :--- |
| a. Discarded duration preparation |  |
| b. Taken/consumed by students |  |
| c. Leftover and discarded |  |
| d. Leftover and used for other purposes |  |

4. If leftovers are used for other purposes (4d): What do you usually do with the leftovers used for other purposes? (Mark all that apply)
$\square_{1}$ Serve at school breakfast
$\square$ Serve at school lunch
$\square 3$ Serve at both school breakfast and lunch
$\square 4$ Other (write in) $\qquad$
5. If leftovers are discarded (4c) or used for other purposes (4d): What is the major reason that you have leftovers in the FFVP? (Mark all that apply)
$\square_{1}$ Too much is ordered
$\square 2$ Students don't take/like
$\square 3$ Inadequate refrigeration or storage facilities
$\square 4$ Other problems with perishability of fresh produce
$\square_{5}$ Inadequate time/staff for produce preparation
$\square 6$ Poor quality produce
$\square 7$ Other (write in) $\qquad$

Last, let's talk about the FFVP (yesterday/today/tomorrow). Please tell me about each item served what fruit or vegetable, the portion size, and how it was prepared.
6. FFVP Snack

| Fruit or Vegetable (s) | Portion <br> Size | How Prepared <br> (whole/sliced/peeled/ <br> sectioned/pureed) | Condiment |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## SCHOOL FOODSERVICE STAFF SURVEY - FFVP SCHOOL

|  |  | $\square$ Agree <br> Strongly | $\square$ Agree Somewha t | Disagr ee Somewha t | Disagr ee Strongly | $\square$ Don' t know or does not apply |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. | Students like the FFVP fruits. | $\square 1$ | $\square_{2}$ | $\square 3$ | $\square{ }_{4}$ | $\square_{5}$ |
| 2. | Students like the FFVP vegetables. | $\square 1$ | $\square 2$ | $\square 3$ | $\square{ }_{4}$ | $\square_{5}$ |
| 3. | I wish more students took the FFVP fruit. | $\square_{1}$ | $\square_{2}$ | $\square_{3}$ | $\square 4$ | $\square_{5}$ |
| 4. | I wish more students took the FFVP vegetables. | $\square 1$ | $\square_{2}$ | $\square 3$ | $\square 4$ | $\square 5$ |
| 5. | Students eat more fruits and vegetables at school on FFVP days. | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square 4$ | $\square 5$ |
| 6. | Students eat fewer unhealthy snacks at school on FFVP days. | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ | $\square 5$ |
| 7. | If not offered daily, the FFVP should be offered more days during the week. | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ | $\square 5$ |
| 8. | The FFVP should be offered more times a day. | $\square_{1}$ | $\square_{2}$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 9. | I wish the FFVP fruits were better quality. | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 10. | I wish the FFVP vegetables were better quality. | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ | $\square 5$ |
| 11. | I think the variety of FFVP fruits is good. | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 12. | I think the variety of FFVP vegetables is good. | $\square 1$ | $\square 2$ | $\square 3$ | $\square_{4}$ | $\square 5$ |
| 13. | We sometimes run out of FFVP produce and can't serve all of the children. | $\square 1$ | $\square 2$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 14. | I am satisfied with how we distribute FFVP produce to students. | $\square_{1}$ | $\square 2$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 15. | I think students benefit from the FFVP. | $\square_{1}$ | $\square{ }_{2}$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 16. | I think the FFVP is NOT worth the effort it takes. | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ | $\square_{5}$ |
| 17. | My overall opinion of FFVP is favorable. | $\square 1$ | $\square_{2}$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 18. | I would like FFVP to continue in my school. | $\square 1$ | $\square 2$ | $\square 3$ | $\square{ }_{4}$ | $\square 5$ |
| 19. | If I could change one thing about the FFVP it would be: (Please write in) |  |  |  |  |  |



| 30. | Which of the following factors is a challenge of the FFVP? | Major Challenge | Minor Challenge | Not a Challenge | Don't Know |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | a) Students don't like fruits and vegetables | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ |
|  | b) Students waste too much | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square 4$ |
|  | c) Messy to distribute and clean up | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square 4$ |
|  | d) Inadequate foodservice staff training or information | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ |
|  | e) Inadequate foodservice staff time | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square$ |
|  | f) Class time interrupted or taken away from student learning | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square 4$ |
|  | g) Students don't like to try new fruits and vegetables | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square$ |
|  | h) Inadequate quality of FFVP produce | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square 4$ |
|  | i) Inadequate variety of FFVP produce | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square 4$ |
|  | j) Inadequate amounts of FFVP produce | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square 4$ |
|  | k) Program requirements/regulations | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square 4$ |
|  | l) Perishability of FFVP produce | $\square 1$ | $\square$ | $\square 3$ | $\square 4$ |
|  | m) Inadequate kitchen facilities | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square 4$ |
|  | n) Lack of storage space/facilities | $\square 1$ | $\square 2$ | $\square 3$ | $\square 4$ |
|  | o) Other (Please write in) |  |  |  |  |
| 31. | Which of the following is a benefit of the FFVP? | Major Benefit | Minor Benefit | Not a Benefit | Don't Know |
|  | a) Students eat more fruits and vegetables | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square 4$ |
|  | b) Students are more willing to try new foods | $\square$ | $\square$ | $\square 3$ | $\square$ |
|  | c) Students learn about healthy foods | $\square 1$ | $\square{ }^{2}$ | $\square 3$ | $\square$. |
|  | d) Students eat fewer unhealthy foods | $\square 1$ | $\square{ }_{2}$ | $\square 3$ | $\square 4$ |
|  | e) Improved student behavior | $\square 1$ | $\square 2$ | $\square 3$ | $\square$ |
|  | f) Other (Please write in) |  |  |  |  |

