**Appendix G1**

 **FOOD SERVICE MANAGER INTERVIEW FORM**

OMB Number: 0584-0562

Expiration Date: XX/XX/XXXX

**FOOD SERVICE MANAGER INTERVIEW FORM**

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade span: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SFA ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **School ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION:** We have a few questions about food service operations and the availability
non-reimbursable or competitive foods in your school.

**A. Cafeteria Operations**

1. Is breakfast served at this school?

□ Yes

□ No **→** SKIP TO Q3

2. What time does breakfast begin and end?

 Start time: \_\_\_\_\_\_\_\_\_\_\_\_

 End time: \_\_\_\_\_\_\_\_\_\_\_\_\_

3. What time does the first bus arrive at school?

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What time does school start?

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Is there more than one lunch period?

□ Yes

□ No **→** SKIP TO Q8

6. How many lunch periods are there?

 Number: \_\_\_\_\_\_\_\_\_\_\_

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 0584-0562. The time required to complete this information collection is estimated to average 30 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.

7. What time does lunch start?

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. What time does lunch end?

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Is there a hand washing station and supplies available to students in or near (within 20 feet of) the cafeteria?

□ Yes

□ No

10. Are reimbursable meals and a la carte items offered to students in the same line?

 □ Yes

□ No, separate a la carte line

□ Not applicable, a la carte items are not offered to students

11. How many serving lines are there?

 \_\_\_\_\_\_ Number of lines serving reimbursable meals only

 \_\_\_\_\_\_ Number of lines serving non-reimbursable meals only

 \_\_\_\_\_\_ Number of lines serving both reimbursable and non-reimbursable meals

12. Can students get food from the cafeteria outside of meal times?

□ Yes

□ No

13. Since starting to implement the new pattern requirements, have you noticed any changes in the amount of food students don’t eat and throw away at lunch time? For each of the following foods, would you say students waste more, waste less, or there’s no change in the amount of waste?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foods  | Students waste more | Students waste less | No change in waste | Don’t know |
| Fluid Milk | □ | □ | □ | □ |
| Main dish/entrée | □ | □ | □ | □ |
| Bread/bread alternate | □ | □ | □ | □ |
| Salad/raw vegetables | □ | □ | □ | □ |
| Cooked vegetables | □ | □ | □ | □ |
| Fruit  | □ | □ | □ | □ |
| Desserts | □ | □ | □ | □ |
| Other (Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_) | □ | □ | □ | □ |
| Other (Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_) | □ | □ | □ | □ |

IF CHECKED “NO CHANGE” FOR ALL FOODS THEN SKIP TO SECTION B

OTHERWISE CONTINUE WITH Q14.

14. Is the change in the amount of plate waste due to:

 YES NO

1. The amount of time available to eat? □ □
2. The type of food served? □ □
3. The amount of food served? □ □
4. Some other reason? (SPECIFY \_\_\_\_\_\_\_\_\_\_\_\_\_\_) □ □

**B. Other Food Sources**

1. Is there a school store that sells food in the school? For study purposes, a store may sell food items but does not do any food preparation.

□ Yes

□ No **→** SKIP TO Q3

2. How many school stores are there?

 Number: \_\_\_\_\_\_\_\_

Note locations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of operation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FILL OUT AN OTHER FOOD SOURCES CHECKLIST FOR EACH SCHOOL STORE.

3. Is there a school snack bar where prepared food is served? (**NOTE**: To qualify as a snack bar, there must be some food preparation done to order by the snack bar. A place where students can get a reimbursable meal is a cafeteria, not a snack bar.)

□ Yes

□ No **→** SKIP TO Q5

4. How many school snack bars are there?

 Number: \_\_\_\_\_\_\_\_

Note locations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of operation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FILL OUT AN OTHER FOOD SOURCES CHECKLIST FOR EACH SCHOOL SNACK BAR.

5. Is there a food cart that sells food either in the school or on the school campus?

□ Yes

□ No **→** SKIP TO Q7

6. How many food carts are there?

 Number: \_\_\_\_\_\_\_\_

Note locations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of operation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FILL OUT AN OTHER FOOD SOURCES CHECKLIST FOR EACH FOOD CART.

7. Does the school have any vending machines that dispense food or beverages?

□ Yes, inside cafeteria

□ Yes, outside cafeteria but within 20 feet

□ Yes, outside cafeteria (further than 20 feet)

□ No **→** SKIP TO SECTION C

8. Are the vending machines available to students for purchasing items at any time during the school day?

□ Yes

□ No **→** SKIP TO SECTION C

9. Can students purchase items from vending machines during breakfast or lunch?

 □ Yes, breakfast only

 □ Yes, lunch only

 □ Yes, both breakfast and lunch

□ No, neither

FILL OUT A VENDING MACHINE CHECKLIST FOR EACH VENDING MACHINE.

**C. Changes in Availability of Competitive Foods**

1. Have there been any changes made to the availability of competitive foods over the past 2 years?

□ Yes

□ No **→** SKIP TO Q3

2. In which areas were changes made?

|  |  |  |  |
| --- | --- | --- | --- |
|  | AREA | Yes | No |
| a. | À la carte items  | □ | □ |
| b. | School Store  | □ | □ |
| c. | Snack Bar  | □ | □ |
| d. | Food Cart  | □ | □ |
| e. | Vending machines  | □ | □ |
| f. | Other (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | □ | □ |

**FOR EACH OF THE AREAS CHECKED ABOVE ASK THE FOOD SERVICE MANAGER…..**

3. Which of the following best describes the changes made in each area?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Changes | À la carte | School Store | Snack Bar | Food Cart | Vending machines |
| a. | Reduced hours  | □ | □ | □ | □ | □ |
| b. | Increased hours  | □ | □ | □ | □ | □ |
| c. | Eliminated hours during school day  | □ | □ | □ | □ | □ |
| d. | Eliminated/closed; no longer have  | □ | □ | □ | □ | □ |
| e. | Changed types of foods available  | □ | □ | □ | □ | □ |
| f. | Moved the location  | □ | □ | □ | □ | □ |
| f. | Other (SPECIFY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  | □ | □ | □ | □ | □ |

4. Were the changes in response to …….?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reason | Yes | No |
| a. | School district policy  | □ | □ |
| b. | Principal’s decision  | □ | □ |
| c. | New state regulations  | □ | □ |
| d. | Parent requests/initiatives  | □ | □ |
| e. | Teacher requests/initiatives  | □ | □ |
| f. | Other (SPECIFY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  | □ | □ |

5. Are decisions about competitive foods made centrally by the Board of Education or school administrators?

□ Yes

□ No

6. Do you have a suggestion box in your cafeteria where students can provide feedback?

□ Yes

□ No **→** SKIP TO Q8

7. How do you decide which suggestions to implement?

8. Over the past 2 years have parents provided any input on the availability of competitive foods in the school?

□ Yes

□ No **→** SKIP TO 10

9. How did parents provide input?

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| a. | Survey sent by school district  | □ | □ |
| b. | Survey sent by PTA/PTO  | □ | □ |
| c. | Survey sent by SFA  | □ | □ |
| d. | On-line suggestion box  | □ | □ |
| e. | Through school principal/teacher  | □ | □ |
| f. | Other (SPECIFY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  | □ | □ |

10. Is there anything else we should know about changes in food service operations and competitive foods over the past 2 years?

END