

## **Appendix G2**

### **CAFETERIA OBSERVATION GUIDE**

# CAFETERIA OBSERVATION GUIDE

School Name:	_____		
Observer Name:	_____		
Date:	_____	SFA ID: _____	School ID: _____
Grades:	_____		

## I. Breakfast Observations

If the school does not serve breakfast, check here  and go to Section II, Lunch Observation.

### A. Location

1. Where is breakfast served in the school?

- Cafeteria only
- Classroom only
- Both cafeteria and classroom
- Other locations, SPECIFY \_\_\_\_\_

2. Does the location for breakfast vary by grade within the school?

- Yes
- No

3. How many locations (that is, indoor rooms or areas where students can get a reimbursable breakfast) are there in the school?

\_\_\_\_\_ Number of locations

IF THERE IS MORE THAN ONE LOCATION (CAFETERIA, CLASSROOM, ETC) IN USE FOR BREAKFAST, OBSERVE THE ONE THAT SERVES THE MOST STUDENTS. DESCRIBE THE LOCATION OBSERVED.

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4. What other uses does the eating space have during the breakfast period?

- None
- Gymnasium
- Entry or hallway
- Enrichment classes
- Club meetings or other student meetings
- School staff meetings
- Parent meetings
- Other (Specify)

5. Is there a courtyard or other outdoor space where students are permitted to eat breakfast?

- Yes
- No → SKIP TO SECTION B

6. Are tables and seating available?

- Yes, tables and seating
- Yes, benches or other seating only
- No

7. How many tables and seats are available?

Number of tables: \_\_\_\_\_  
Number of benches: \_\_\_\_\_  
Number of chairs: \_\_\_\_\_  
Other seating? (SPECIFY TYPE and NUMBER) \_\_\_\_\_

7a. Are students sitting on the ground?

- Yes, most of the students
- Yes, about half of the students
- Yes, a few of the students
- No

8. Is the area covered or enclosed?

- Yes, covered and enclosed
- Yes, covered only
- Yes, enclosed but not covered
- No

## **B. Food Lines**

1. How many serving lines are there? Count all food lines.

\_\_\_\_\_  
Total number of lines

2. How many cashiers are there?

\_\_\_\_\_

Number of cashiers

3. Are reimbursable meals and a la carte items offered to students in the same serving line?  
[ ] Yes  
[ ] No → SKIP TO Q5
4. Are a la carte items offered at the beginning, middle or end of the line? [CHECK ALL THAT APPLY]
- |              | <u>Yes</u> | <u>No</u> |
|--------------|------------|-----------|
| a. Beginning | [ ]        | [ ]       |
| b. Middle    | [ ]        | [ ]       |
| c. End       | [ ]        | [ ]       |
5. Are fruits and vegetables offered at the beginning, middle or end of the line? [CHECK ALL THAT APPLY]
- |              | <u>Yes</u> | <u>No</u> |
|--------------|------------|-----------|
| a. Beginning | [ ]        | [ ]       |
| b. Middle    | [ ]        | [ ]       |
| c. End       | [ ]        | [ ]       |
6. Are food items like bananas, apples and oranges pre-cut, pre-sliced or pre-peeled to ease consumption for students, especially younger students?  
[ ] Yes  
[ ] No
7. Is accurate information (e.g., signage) about choosing a reimbursable meal available near or at the beginning of each serving line?  
[ ] Yes  
[ ] No
8. Are students instructed on how to properly select food items to create a reimbursable meal in each line?  
[ ] Yes  
[ ] No
9. Are students properly instructed on Offer versus Serve, if applicable?  
[ ] Yes  
[ ] No
10. Under Offer versus Serve, are students instructed to take the minimum required amounts of fruits and vegetables?  
[ ] Yes  
[ ] No
11. Are trays available to help students carry their food?  
[ ] Yes  
[ ] No

12. Where are milk products kept during breakfast service?
- Refrigerated case or counter
  - On ice
  - In a portable cooler
  - In a milk dispenser
  - Unrefrigerated counter, table or cart
  - Other \_\_\_\_\_
13. Are at least two types of milk offered?
- Yes
  - No
14. Are only low fat and fat-free milk offered?
- Yes
  - No
15. If flavored milk is offered, is it fat-free?
- Yes
  - No
  - Not offered
16. What food safety measures are taken? (PLEASE CHECK ALL THAT APPLY):
- Food service employees wear hair restraints
  - Food service employees wear gloves
  - Spills are wiped up quickly
  - Food is properly wrapped and covered
  - Cold/hot foods are stored properly to maintain recommended temperatures
  - There is a sneeze guard on the salad bar (If no salad bar, check here  )
  - Other (\_\_\_\_\_)
17. Do students serve any foods themselves?
- Yes, all items → **SKIP TO Q19**
  - Yes, some items → **GO TO Q18**
  - No → **SKIP TO Q19**
18. Which of the following items do students self-serve?
- Wrapped or pre-packaged items
  - Drinks
  - Salad bar
  - Other (specify \_\_\_\_\_)
19. Are the self-service stations an appropriate height for young children?
- Yes
  - No, needed but not available
  - Not needed, no young children
  - Not needed, no self-serve at this cafeteria

20. Are there sneeze guards or other covering over self-serve foods?
- [ ] Yes  
 [ ] No  
 [ ] No self-serve foods
21. Approximately how long did students wait in line prior to receiving their meal?
- [ ] Less than 5 minutes  
 [ ] 5 to 10 minutes  
 [ ] More than 10 minutes  
 [ ] Varies depending on the popularity of the specific serving line
22. How many minutes prior to classes starting does the cafeteria stop serving breakfast?
- [ ] Less than 5 minutes  
 [ ] 5 to 10 minutes  
 [ ] More than 10 minutes

**C. Plate Waste**

1. In general, how much of the following types of foods is being tossed into the waste disposal containers by students?

Foods	None	Some	About half	Most	All	Not Served
a. Fluid Milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Main dish/entrée	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Bread/bread alternate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Salad/raw vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Cooked vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Desserts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Other (Specify _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Other (Specify _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D. Seating Area**

If all students eat breakfast in a classroom, check here  and go to Section II, Lunch Observation

1. Were there always enough seats for all of the students eating?
- [ ] Yes  
 [ ] No
2. How much do students get up and move around during the course of the meal period?
- [ ] No apparent limits on movement  
 [ ] Limited movement (throw out trash, get more food, etc.)  
 [ ] No movement. All stay in seats

3. What is the noise level in the cafeteria during the meal?
- Very noisy – have to shout to talk to someone you are sitting next to
  - Noisy – have to raise your voice a little to talk to someone sitting next to you
  - Normal to quiet – can speak normally to someone sitting next to you
4. Was there adult supervision during the meal service?
- Yes
  - No → SKIP TO Q9
5. Did it appear that there are enough staff on-hand to help the meal period run smoothly?
- Yes → SKIP TO Q7
  - No
6. Which areas were short staffed: (CHECK ALL THAT APPLY)
- food service
  - adult supervision for students
  - janitorial staff
7. Did any staff members sit at the tables with students during breakfast?
- Yes
  - No
8. How often during breakfast did a cafeteria or other school staff signal students to quiet down?
- 4 times or more
  - 1-3 times
  - Never
9. Is there a “trading table” in use during breakfast? A trading table is a place where students put food they have not tasted.
- Yes
  - No
10. What cleanup is done after breakfast? (Check all that apply)
- Wipe tables
  - Pick up trash
  - Sweep or mop floors
  - Empty trash containers
11. Did any students continue to eat breakfast after classes started for the day?
- Yes
  - No

## II. Lunch Observations

### A. Location

1. Is lunch served in the same location as breakfast?  
 Yes → SKIP TO Q3  
 No  
 Not applicable, don't serve breakfast
  
2. Where is lunch served in the school?  
 Cafeteria only  
 Classroom only  
 Both cafeteria and classroom  
 Other locations, SPECIFY \_\_\_\_\_
  
3. Does the location for lunch vary by grade within the school?  
 Yes  
 No
  
4. How many locations (that is, indoor rooms or areas where students can get a reimbursable lunch) are in the school?

\_\_\_\_\_ Number of locations

IF THERE IS MORE THAN ONE LOCATION (CAFETERIA, CLASSROOM, ETC) IN USE FOR LUNCH, OBSERVE THE ONE THAT SERVES THE MOST STUDENTS. DESCRIBE THE LOCATION OBSERVED.

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5. What other uses did the eating space have during the lunch period? (Check all that apply)  
 None  
 Gymnasium  
 Entry or hallway  
 Enrichment classes  
 Club meetings  
 Other meetings for students  
 School staff meetings  
 Parent meetings



Other (SPECIFY)

6. Is there a courtyard or other outdoor space where students are permitted to eat lunch?

Yes

No → SKIP TO SECTION B

7. Are tables and seating available?

Yes, tables and seating

Yes, benches or other seating only

No

8. How many tables and seats are available?

Number of tables: \_\_\_\_\_

Number of benches: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Other seating? (SPECIFY TYPE and NUMBER) \_\_\_\_\_

8a. Are students sitting on the ground?

Yes, most of the students

Yes, about half of the students

Yes, a few of the students

No

9. Is the area covered or enclosed?

Yes, covered and enclosed

Yes, covered only

Yes, enclosed but not covered

No

## B. Food Lines

1. How many serving lines are there? Count all food lines.

\_\_\_\_\_  
Total number of lines

2. How many cashiers are there?

\_\_\_\_\_  
Number of cashiers

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

Yes

No → SKIP TO Q5

4. Are a la carte items offered at the beginning, middle or end of the line? [CHECK ALL THAT APPLY]
- |              | <u>Yes</u>               | <u>No</u>                |
|--------------|--------------------------|--------------------------|
| a. Beginning | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Middle    | <input type="checkbox"/> | <input type="checkbox"/> |
| c. End       | <input type="checkbox"/> | <input type="checkbox"/> |
5. Are fruits and vegetables offered at the beginning, middle or end of the line? [CHECK ALL THAT APPLY]
- |              | <u>Yes</u>               | <u>No</u>                |
|--------------|--------------------------|--------------------------|
| a. Beginning | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Middle    | <input type="checkbox"/> | <input type="checkbox"/> |
| c. End       | <input type="checkbox"/> | <input type="checkbox"/> |
6. Are food items like bananas, apples and oranges pre-cut, pre-sliced or pre-peeled to ease consumption for students, especially younger students?
- Yes
- No
7. Is accurate information (e.g., signage, my plate posters, etc. ) about choosing a reimbursable meal available near or at the beginning of each serving line?
- Yes
- No
8. Are students instructed on how to properly select food items to create a reimbursable meal in each line?
- Yes
- No
9. Are individual food items identified as healthier choice food items?
- Yes
- No
10. Are students properly instructed on Offer versus Serve, if applicable?
- Yes
- No
11. Under Offer versus Serve, are students instructed to take the minimum required amounts of fruits and vegetables?
- Yes
- No
12. Are trays available to help students carry their food?
- Yes
- No

13. Where are milk products kept during lunch service?
- Refrigerated case or counter
  - On ice
  - In a portable cooler
  - In a milk dispenser
  - Unrefrigerated counter, table or cart
  - Other \_\_\_\_\_
14. Are at least two types of milk offered?
- Yes
  - No
15. Are only low fat and fat-free milk offered?
- Yes
  - No
16. If flavored milk is offered, is it fat-free?
- Yes
  - No
17. What food safety measures are taken? (PLEASE CHECK ALL THAT APPLY):
- Food service employees wear hair restraints
  - Food service employees wear gloves
  - Spills are wiped up quickly
  - Food is properly wrapped and covered
  - Cold/hot foods are stored properly to maintain recommended temperatures
  - There is a sneeze guard on the salad bar (If no salad bar, check here  )
  - Other (\_\_\_\_\_)
18. Do students serve any foods themselves?
- Yes, all items → **SKIP TO Q20**
  - Yes, some items → **GO TO Q19**
  - No → **SKIP TO Q20**
19. Which of the following items do students self-serve?
- Wrapped or pre-packaged items
  - Drinks
  - Salad bar
  - Other (specify \_\_\_\_\_)
20. Are the self-service stations an appropriate height for young children?
- Yes
  - No, needed but not available
  - Not needed, no young children or no self-serve at this cafeteria

21. Are there sneeze guards or other covering over self-serve foods?
- Yes
  - No
  - No self-serve foods
22. Overall, how appealing does the food appear?
- Very appealing Explain: \_\_\_\_\_
  - Appealing
  - OK (Equal amount of appealing and unappealing food items)
  - Unappealing
  - Very unappealing Explain: \_\_\_\_\_
23. Is there a microwave oven available to all students to cook or heat food?
- Yes, students who purchase food at school or bring food from home can use microwave → **GO TO Q24**
  - Only students who purchase food onsite can use the microwave → **GO TO Q24**
  - Only students who bring food from home can use the microwave → **GO TO Q24**
  - No microwave is available for any student use → **SKIP TO Q25**
24. How many students used the microwave?
- None
  - A few
  - Constantly in use
25. What proportion of students brought versus purchased their lunch?
- less than 10%
  - 10% to 25%
  - 26% to 50%
  - more than 50%
26. Were students of different grades in the line at the same time?
- Yes
  - No
27. Approximately how long did students wait in line prior to receiving their meal?
- Less than 5 minutes
  - 5 to 10 minutes
  - More than 10 minutes
  - Varies depending on the popularity of the specific serving line
28. How many minutes prior to the next lunch period does the cafeteria stop serving lunch?
- Less than 5 minutes
  - 5 to 10 minutes
  - More than 10 minutes

**C. Plate Waste**

1. In general, how much of the following types of foods is being tossed into the waste disposal containers by students?

Foods	None	Some	About half	Most	All	Not Served
a. Fluid Milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Main dish/entrée	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Bread/bread alternate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Salad/raw vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Cooked vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Desserts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Other (Specify _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Other (Specify _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D. Seating Area**

If all students eat lunch in a classroom, check here  and go to Section III Cafeteria Characteristics

1. Were there enough seats for all of the students eating during each period?

	Period				Overall
	1	2	3	4	
Yes	[ ]	[ ]	[ ]	[ ]	[ ]
No	[ ]	[ ]	[ ]	[ ]	[ ]

- 1a. IF NO, were additional seats made available?

[ ] Yes  
[ ] No

2. How much do students get up and move around during the course of the meal period?

[ ] No apparent limits on movement  
[ ] Limited movement (throw out trash, get more food, etc.)  
[ ] No movement. All stay in seats

3. Are students required to sit with their classroom or grade during lunch?

[ ] Students sit with their assigned class  
[ ] Students sit according to their current grade level  
[ ] No assigned sitting policy

4. What is the noise level in the cafeteria during each lunch period?

	Period				Overall
	1	2	3	4	
Very noisy – have to shout to talk to someone you are sitting next to	[ ]	[ ]	[ ]	[ ]	[ ]
Noisy – have to raise your voice a little to talk to someone sitting next to you	[ ]	[ ]	[ ]	[ ]	[ ]
Normal – can speak normally to someone sitting next to you	[ ]	[ ]	[ ]	[ ]	[ ]
Quiet – hardly anyone speaks	[ ]	[ ]	[ ]	[ ]	[ ]

5. Did adults supervise the children during the meal service?

- Yes
- No

6. Did it appear that there are enough staff on-hand to help the meal period run smoothly?

- Yes
- No → SKIP TO Q9

7. Which areas were short staffed: (CHECK ALL THAT APPLY)

- food service
- adult supervision for students
- janitorial staff

8. Did any staff members sit at the tables with the students during lunch?

- Yes
- No

9. How often during each period did a cafeteria or other school staff ask students to quiet down?

	Period				Overall
	1	2	3	4	
4 times or more	[ ]	[ ]	[ ]	[ ]	[ ]
1 - 3 times	[ ]	[ ]	[ ]	[ ]	[ ]
Never	[ ]	[ ]	[ ]	[ ]	[ ]

10. Is there a trading table in use during lunch? A trading table is a place where students put food they have not tasted

- Yes
- No

11. How many of the students disposed of their own waste properly?

- All
- Most
- Some
- Very few
- None



12. If there is more than one period for lunch, check if the following was done after each period?

	Period				Overall	Not Applicable
	1	2	3	4		
Tables wiped down between sittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills wiped off chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash swept up from floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills mopped up from floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills wiped off self-serve bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Were students allowed to finish their lunch after their designated meal time lapsed?

- Yes
- No
- Varied per class and/or grade level



### III. Cafeteria Characteristics

IF MORE THAN ONE LOCATION (CAFETERIA, CLASSROOM, ETC) SERVES REIMBURSABLE LUNCHES ANSWER THIS SECTION ABOUT THE ONE THAT SERVES THE MOST STUDENTS

1. What is the condition of cafeteria itself?

Walls

- Clean or newly painted, no holes, cracks, chips, or marks
- Some marks or discolorations, or minor cracks or chips
- Holes in wall, cracks wider than ¼ inch, or major discoloration – areas at least as large as this page (8 ½ x 11")

Floor

- Appear clean
- Appear dirty
- Smooth with no stains
- Few or light colored stains or some unevenness
- Discolored, holes or cracks, or very uneven

Ceiling

- Clean, no stains or holes or sagging
- Minor discoloration, or small holes, or chips, or sagging
- Major discoloration, or large or many holes, or very uneven

Windows

- No windows
- Clean, no major obstruction
- Dirty, hard to see out

2. During meal service, how was the lighting level?

- Too bright
- Adequate
- Too dim

3. During meal service, how was the temperature of the room?

- Too hot
- Adequate
- Too cold

4. Are there any of the following types of decorations on the walls or ceiling in the cafeteria?  
(PLEASE CHECK ALL THAT APPLY)

- Murals
- Student Art
- Professional Art
- Banners
- Posters
- Other (\_\_\_\_\_)
- None of the above (SKIP TO Q6)

5. What type of educational information is posted on the cafeteria walls? (PLEASE CHECK ALL THAT APPLY):

- Provide nutrition information
- Promote healthy eating habits
- Promote physical activity
- Promote food safety (e.g., wash hands)
- Other (\_\_\_\_\_)
- No educational information posted

5a. (IF ANY CHECKED ABOVE) Is this information prominently displayed?

- Yes
- No

6. What is the shape of the tables? (PLEASE CHECK ALL THAT APPLY)

- Long, rectangular
- Square
- Circular
- Other (\_\_\_\_\_)

7. Are seats attached to tables?

- Yes, bench seating
- Yes, but separate seat for each student
- No, separate, movable chairs

8. What is the condition of most of the tables and seats?

- Excellent
- Good
- Fair
- Poor

9. Are there handicapped accessible tables?

- Yes
- No

10. Are there tables and chairs in appropriate sizes for all students? Are smaller chairs available, if needed, for young children?

- Yes
- No, needed but not available
- Not needed, no young children use this cafeteria

11. Is free drinking water available to students where school meals are served?

- Yes
- No (SKIP TO NEXT SECTION)

12. How is free drinking water made available to students during lunch?

- Traditional water fountains located within cafeteria
- Traditional water fountains located outside cafeteria within 20 feet
- Water in pitchers, jugs, cups
- Free bottled water
- Commercial cooled water coolers
- Cooled tap water (e.g., Igloo, Cambro)
- Electronic water hydration station
- Room temperature tap water
- Other (SPECIFY \_\_\_\_\_)

13. During any of the meal periods, were waste disposal containers ever filled to overflowing while students were attempting to dispose of their waste?

	Period				
	1	2	3	4	Overall
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. During meal service did you notice any "off" odors in the cafeteria, such as old garbage, chemical odors from disinfectants or other cleaners, diesel fumes from nearby traffic, etc.?

- Yes (SPECIFY) \_\_\_\_\_
- No