

Since its founding in 2009 the Smarter Lunchrooms Movement has championed the use of evidence-based, simple low and no-cost changes to lunchrooms which can simultaneously improve participation and profits while decreasing waste. This tool can help you to evaluate your lunchroom, congratulate yourself for things you are doing well and and identify areas of opportunity for improvement.

### Instructions

Read each of the statements below. Visualize your cafeteria, your service areas and your school building. Indicate whether the statement is true for your school by checking the box to the left. If you believe that your school does not reflect the statement 100% do not check the box on the left. After you have completed the checklist, tally all boxes with check marks and write this number in the designated area on the back of the form. This number represents your school's baseline score. The boxes which are not checked are areas of opportunity for you to consider implementing in the future. We recommend completing this checklist annually to measure your improvements!

It's not nutrition...until it's eaten!



### Important Words

**Service areas:** Any location where students can purchase or are provided with food

**Dining areas:** Any location where students can consume the food purchased or provided

**Grab and Go Meals:** Any meal with components pre-packaged together for ease and convenience – such as a brown bag lunch or “Fun Lunch” etc.

**Designated Line:** Any foodservice line which has been specified for particular food items or concepts – such as a pizza line, deli line, salad line etc.

**Alternative entrée options:** Any meal component which could also be considered an entrée for students - such as the salad bar, yogurt parfait, vegetarian/vegan or meatless options etc.

**Reimbursable “Combo Meal” pairings:** Any reimbursable components available independently on your foodservice lines which you have identified as a part of a promotional complete meal – For example you decided your beef taco, seasoned beans, frozen strawberries and 1% milk are part of a promotional meal called the, “Mi Amigo Meal!” etc.

**Non-functional lunchroom equipment:** Any items which are either broken, awaiting repair or are simply not used during meal service – such as empty or broken steam tables, coolers, registers etc.

**Good Rapport:** Communication is completed in a friendly and polite manner

- A mixed variety of whole fruits are displayed together in bowls in all service areas
- Sliced or cut fruit is available daily
- Daily fruit options are displayed in a location in the line of sight and reach of students (Consider the average height of your students when determining line of sight)
- Daily fruit options are bundled into all grab and go meals available to students
- All available fruit options have been given creative or descriptive names
- All fruit names are highlighted on all serving lines with name-cards or product IDs daily
- All fruit names are highlighted and legible on menu boards in all service and dining areas
- Fruit options are not browning, bruised or otherwise damaged
- All fruit options are replenished so displays appear “full” continually throughout meal service and after each lunch period
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily fruit options with their meal

### Promoting Vegetables & Salad

- Vegetables are available in all food service areas
- Daily vegetable options are available in two or more locations in all service areas
- At least two types of vegetable are available daily
- Daily vegetable options are displayed in a location in the line of sight and reach of students (Consider the average height of your students when determining line of sight)
- Daily vegetable options are bundled into all grab and go meals available to students
- A salad bar is available to all students
- All available vegetable options have been given creative or descriptive names
- All vegetable names are highlighted on all serving lines with name-cards or product IDs daily



- All vegetable names are highlighted and legible on menu boards in the service and dining areas
- Vegetables are not wilted, browning, or otherwise damaged
- All vegetable options are replenished so displays appear “full” continually throughout meal service and after each lunch period
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal

### Moving More White Milk

- White milk is available in all service areas
- White milk is in two or more locations in all service areas
- All beverage coolers have white milk available
- White milk represents 1/3 of all visible milk in the lunchroom
- White milk is placed in front of other beverages in all coolers
- White milk is eye-level and within reach of the students (Consider the average height of your students when determining eye-level)
- White milk crates are placed so that they are the first beverage option seen in all milk coolers
- White milk is bundled into all grab and go meals available to students as the default beverage
- White milk is highlighted on all serving lines with a name-card or product ID daily
- White milk is highlighted and legible on the menu boards in all service and dining areas
- White milk is replenished so all displays appear “full” continually throughout meal service and after each lunch period



### Focusing on Fruit

- Fruit is available in all food service areas
- Daily fruit options are available in two or more locations on the service lines
- At least one daily fruit option is available near all registers (If there are concerns regarding edible peel, fruit can be bagged or wrapped)
- At least two types of fruit are available daily
- Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing/hotel pans)



### Entrée of the Day

- A daily entrée option has been identified to promote - a targeted entrée in each service area and for each designated line (deli-line, pizza-line etc.)



- Alternative entrée options (salad bar, yogurt parfaits etc.) are highlighted on posters or signs within all service and dining areas
- Daily targeted entrée is visible to students of average height for your school in all service areas and on each designated line
- Daily targeted entrée is placed as the first entrée option available in all service areas and on each designated line
- Daily targeted entrées have been provided with creative or descriptive names
- Targeted entrée name is highlighted on each respective serving line with a name-card or product ID daily
- Targeted entrée names are highlighted and legible on menu boards within all service and dining areas
- Daily targeted entrees are replenished so all displays appear "full" continually throughout meal service and after each lunch period
- A reimbursable meal can be created in any service area available to students (salad bars, snack rooms, speed lines, speed windows, dedicated service lines etc.)

### Increasing Sales Reimbursable Meals



- Reimbursable "Combo Meal" pairings have been determined for each service area (i.e. - a targeted entrée, fruit, vegetable and milk or targeted entrée, milk and fruit etc.)
- All components of a reimbursable meal are available in two or more locations in the service areas
- A reimbursable meal has been bundled into a grab and go meal available to students
- Grab and go reimbursable meals are available in all service and dining areas (all a carte windows etc.)
- Grab and go reimbursable meals are available by all registers
- Grab and go reimbursable meals are within reach of students of average height for your school in all service areas
- Grab and go reimbursable meals are replenished so all displays appear "full" continually throughout meal service and after each lunch period
- Reimbursable meals can be created using alternative entrees (salad bar, yogurt parfait etc.)
- Reimbursable "Combo Meal" pairings have been provided creative or descriptive age-appropriate names (i.e. - Hungry Kid Meal, Meal Deal, Athlete's Meal, Bobcat Meal etc.)
- Names for reimbursable "Combo Meal" pairings are highlighted on serving lines with name-cards or product IDs daily (i.e. - "Crunchy Carrots - part of the Hungry Kid Meal!")
- Names for reimbursable "Combo Meal" pairings are highlighted and legible on menu boards within the service and dining areas

- Reimbursable "Combo Meal" pairings are promoted on posters or signs within the lunchroom, along the lunch-line and within the school building
- All components for reimbursable "Combo Meal" pairings are replenished so all displays appear "full" continually throughout meal service and after each lunch period

### Creating School Synergies



- Posters displaying healthful foods are visible and readable from all points in the service and dining space
- Menu boards featuring today's meal components are visible and readable from all points in the service and dining space
- A dedicated space/menu board is visible and readable from 5ft away within the service and dining area where students can see tomorrow's menu items
- Signage/posters/floor decals are available to direct students toward all service areas
- Trash on the floors, in, or near garbage cans is removed between each lunch period
- Cleaning supplies and utensils are returned to a cleaning closet or are not visible during service and dining
- Compost/recycling/tray return and garbage cans are tidied between lunch periods
- Compost/recycling/tray return and garbage cans are at least 5 feet away from dining students
- Dining and service areas are clear of any non-functional lunchroom equipment or tables during service
- Sneeze guards in all service areas are clean
- Trays and cutlery are within arm's reach to the student of average height within your school
- Obstacles and barriers to enter service and dining areas have been removed (i.e. - garbage cans, mop buckets, cones, lost and found etc.)
- Clutter is removed from service and dining areas promptly (i.e. - empty boxes, shipments of foods, empty crates, pans, lost and found etc.)
- Self-serve salad bar utensils are at the appropriate portion size or larger
- Student artwork is displayed in the service and/or dining areas
- All lights in dining and service areas are currently functional and on
- Dining space is branded to reflect student body or school (i.e. - school lunchroom is named for a school mascot or local hero/celebrity)
- Milk coolers and service lines are decorated with decals/ magnets etc. wherever possible
- Students must ask to purchase a la carte items from staff members

- Students must use cash to purchase a la carte items which are not reimbursable
- Half portions are available for at least two dessert options
- A monthly menu is provided to all student families, teachers, and administrators
- A monthly menu is visible and readable within all communal spaces within the school building
- The monthly menu highlights creative and descriptive names which were provided for the menu items
- Posters or signs highlighting the creative and descriptive names and respective menu items are visible in the service and dining areas
- Student groups are involved in the development of creative, descriptive and names for menu items
- Student groups are involved in the creation of artwork promoting menu items within the dining space and school building
- Student groups are involved in modeling good behavior to others (i.e. - high school students eating in the middle school lunchroom once a month) at least quarterly
- Student surveys are used to inform menu development, dining space décor and promotional ideas
- Teachers and administrators are involved in the development and implementation of promotional ideas
- Teachers and administrators dine in the lunchroom with students at least quarterly
- Cafeteria monitors have good rapport with students and lunchroom staff
- The dining space is used for other learning activities beyond meal service (i.e. - measuring, cooking or school garden activities) at least quarterly
- Students, teachers, and or administrators announce daily meal deals or targeted items in daily announcements
- The school participates in other food program promotions such as: Farm to School, Chefs Move to School, Fuel Up to Play 60, Share our Strength etc.
- The school has applied or been selected for in the Healthier US School Challenge
- Staff is trained to smile and greet students upon their entering the service line
- Staff is encouraged to eat in the lunchroom with students when on break quarterly
- All promotional signs and posters are rotated, updated or changed at least quarterly
- All creative and descriptive names are rotated, updated or changed at least quarterly

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Total Checked: \_\_\_\_\_