

<b>SAMPLE</b>	<b>Worksheet - Feeding Services</b>			
	<b>Resource – Facilities <u>Fixed Feeding</u></b>			
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. ADA accessible 2. Commercial Kitchen 3. Refrigeration/Freezer 4. Storage 5. Serving/Eating Area	Jr. High School	School Board Administrator 222-333-4444	1-5	Meets all requirements. Available weekends and June-August only.
	Community Center	Community Center Director 222-333-4445	1-5	Meets all requirements.
	Faith-Based Organization	Clergy 222-333-4544	1-5	Meets all requirements. Capacity 100 people.
	Fire Hall	Fire Chief 222-444-1113	1-5	Check on availability.
	Wholesale Food Distributor	Manager 222-334-0666	4	Food storage only.
	Fast Food Restaurant	Daytime Manager 222-333-3856	1-5	Limited availability.

<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource – Supplies and Equipment <u>Fixed Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Food Commodities	Food Bank	Manager 222-333-9979	1	Commodities
2. Food Consumables (plates, plastic ware, cooking utensils, gloves)	Rental Supply Store	Manager 222-334-4467	3,4,7,8,10,11	ADA ramps, ADA toilets, tables, chairs, non-expendables, and sanitation
3. Non-expendables (forklifts)	Grocery Store	Manager 222-333-2231	1,2,5,6,9	Food commodities/consumables
4. Sanitation				
a. Dumpsters	Janitorial Company	Manager 222-334-4369	4b	Cleaning crews
b. Janitorial Service				
c. Sewage (water and solids)	Waste Management Company	Manager 222-334-4300	4a,c	Sewage, waste water, and Dumpsters
5. Hand Sanitizers	Pet Supply Store	Manager 222-333-2224	9	Pet food commodities/consumables
6. Bleach				
7. Tables				
8. Chairs	Big Box Store	Manager 222-334-7600	1,2,5,6,7,8,9	Food commodities/consumables, tables, chairs, hand sanitizers, pet food commodities, and consumables
9. Pet Food and Consumables				
10. Ramps (ADA)	American Red Cross	Disaster Services Director 222-333-2222	1,2,7,8	Limited quantity of shelf-stable meals
11. Toilets (ADA)	The Salvation Army	Emergency Disaster Services Director 222-333-2223	2,7,8,12	Mobile kitchen

12. Mobile Kitchen	Fast Food Restaurant	Daytime Manager 222-333-3856	1,2	Prepared meals
--------------------	----------------------	---------------------------------	-----	----------------

<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource - Staff Roles and Responsibilities <u>Fixed Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Cooks	Restaurants	See above	1,2,3	Cooks, servers, clean-up
2. Servers				
3. Clean-up	Public Schools	See above	1-4	All positions
4. Logistics	Culinary Schools	See above	1	Cooks
a. Receiving				
b. Storing	Caterers	See above	1	Cooks
c. Distribution				
	Voluntary Organizations	See above	1-4	All positions
	Church	Pastor 222-333-4544	1-4	All positions
	American Red Cross	Disaster Services Director 222-333-2222	1-4	All positions. Can support for an extended period of time.
	The Salvation Army	Emergency Disaster Services Director 222-333-2223	1-4	All positions. Can support for an extended period of time.

<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource – Coordination <u>Fixed Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Plan	Local Health Department	Director	1,2	Health regulations and plans
2. Health Regulations		222-333-2010		
3. Donations	Feeding Partners	Multiple	1-7	Coordinate tasks with all of the above
4. Training				
5. Household Pets/Service Animals				
6. Location of Feeding Sites				
7. Reporting				

<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource – Facilities <u>Mobile Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Kitchen	Jr. High School	School Board Administrator 222-333-4444	1-4	Available for 3-week time period from June 15 – August 15 only
2. Loading Area (for vehicles)				
3. Cleaning Area (for vehicles)		Faith-Based Organization	Clergy 222-333-4544	1-4
4. Storage	Local Food Distributor	Manager 222-434-3968	4	Storage only

<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource – Supplies and Equipment <u>Mobile Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Food Commodities	Rental Vehicle Company	Manager 222-334-9967	2	Vans
2. Food Consumables (plates, plastic ware, cooking utensils, gloves)	Rental Supply Store	Manager 222-334-4467	2, 4, 8, 9a	Will open after hours
3. Vehicles	Food Bank	Director 222-333-9979	1	3-week supply
4. Containers	Grocery Store	Manager 222-333-2231	1,2,6,5,7,10,11	24/7
5. Cleaning	Pet Supply Stores	Manager 222-333-2224	7	See for donations
a. Vehicles				
b. Kitchen				
6. Water (containerized)	American Red Cross	Disaster Services Director 222-333-2222	1, 2,3,4	Limited quantity of shelf-stable meals. 24/7
7. Pet Food Commodities and Consumables	The Salvation Army	Emergency Disaster Services Director 222-333-2223	2,3,4,6	24/7. Mobile kitchen.
8. Non-expendables (forklifts)	Fast Food Restaurant	Daytime Manager 222-333-3856	1,2	Prepared meals
9. Sanitation	Big Box Store	Manager 222-334-7600	1,2,4,6,7,10,11	Food commodities/consumables, containers, water, bleach hand sanitizers, pet food commodities, and consumables
a. Dumpsters				
b. Janitorial Service				
c. Sewage (water and				

solids) 10. Hand Sanitizers 11. Bleach				
--	--	--	--	--



<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource - Staff <u>Mobile Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Cooks	American Red Cross	Disaster Services Director 222-333-2222	1-4	24/7
2. Drivers/Servers		Emergency Disaster Services Director 222-333-2223	1-4	24/7
3. Clean-up	The Salvation Army	Emergency Disaster Services Director 222-333-2223	1-4	24/7
4. Logistics	Meals on Wheels	Coordinator 222-334-2233	2	Daytime/Evening only
a. Receiving	Family Restaurant	Owner 222-333-9876	1,3	1 <sup>st</sup> week only
b. Storing		Owner 222-333-6543	1,3,4	Limited hours
c. Distribution				

<b>SAMPLE</b>				
<b>Worksheet - Feeding Services</b>				
<b>Resource – Coordination <u>Mobile Feeding</u></b>				
<b>Requirements</b>	<b>Provider</b>			
	<b>Name</b>	<b>Point of Contact and #</b>	<b>Requirements # Met</b>	<b>Comments</b>
1. Plan	Local Health Department	Director 222-333-2010	1,2	See for inspections
2. Health Regulations				
3. Donations	Feeding Partners	Multiple	1-7	Coordinate tasks with all of the above
4. Training				
5. Household Pets/Service Animals				
6. Location of Feeding Routes				
7. Reporting				