

## Checklists: Simple to Large-Scale Changes in Cafeteria Food Service, Vending Machines, and Nighttime Snacks

### Simple Changes in Cafeteria Food Service

Centers can implement small changes to cafeteria food service quickly without completely revamping current food service practices.

Completed?	Recommendations
<b>Product Ordering/Menu Planning</b>	
<input type="checkbox"/>	Select reduced-fat cheese products for sandwiches, salad bars, casseroles or pizzas (Note: These products do not necessarily have to be fat free. Many manufacturers make part-skim or 2% fat cheeses that taste just as good as traditional cheeses made with whole milk.)
<input type="checkbox"/>	Compare prices of frozen food (e.g., hamburger patties, chicken products). When costs and products are comparable, select foods with less fat and sodium. Information can often be found on food service distribution company's and/or the manufacturer's websites.
<input type="checkbox"/>	Order herbs and seasonings that do not contain salt or MSG. Herbs and salt-free seasonings (e.g. Mrs. Dash) add flavor to foods without adding unhealthy amounts of salt.
<input type="checkbox"/>	Ensure students have a choice of at least two vegetables at lunch and dinner. Vegetables should be made fresh or from frozen (not canned).
<b>Preparation</b>	
<input type="checkbox"/>	Twice a week, bake a product that you would normally fry. Consider baking chicken nuggets, potato products, and fish.
<input type="checkbox"/>	Reduce the fat in gravy and sauce recipes. Fat can easily be reduced in gravy by omitting some fat and using broth and flour.
<input type="checkbox"/>	Evaluate cake, cookie and muffin recipes. Applesauce can be substituted for some or all of the oil in most recipes and will add moisture and flavor to baked goods.
<b>Beverages</b>	
<input type="checkbox"/>	Turn the soda machines off during breakfast. Begin to limit soda choices. Replace with alternatives.
<input type="checkbox"/>	Ensure filtered water is available at every meal. Make lemon available to add flavor to the water.
<input type="checkbox"/>	Ensure milk-alternatives are available for students with lactose intolerance, vegan dietary preferences, or who simply enjoy soy, almond, rice, or lactose-free milk.

<input type="checkbox"/>	Do not offer energy drinks (e.g., Red Bull) in the cafeteria. Offer coffee and other caffeinated beverages only at breakfast.
<input type="checkbox"/>	Put small (4-6 oz.) glasses near juice to encourage portion control.
<b>Fruit and Salad Bar</b>	
<input type="checkbox"/>	Take a look at the lettuce on the salad bar. If iceberg lettuce is served everyday, add some romaine, Boston, mesclun mix, spinach, or other dark lettuce or greens. (Iceberg lettuce provides almost no nutritional value.) These changes often make salads more appetizing to students and offer some variety.
<input type="checkbox"/>	Try adding a different fresh vegetable/fruit, nut/seed or legume to the salad bar once or twice a month. Additions may include broccoli florets, cauliflower, artichokes, garbanzo beans, sunflower seeds, jicama, raisins, dried cranberries, green onions or kidney beans.
<input type="checkbox"/>	Offer an entrée salad at least once each month. Add lean protein and reduced-fat cheese to the salad bar to make vegetarian and special diet options available and appetizing. Experiment with different types of salads and toppings. Popular entrée salads include: Greek, taco, grilled chicken, Asian and chef salad.
<input type="checkbox"/>	Lighten up items on the salad bar. Prepare potato salads, macaroni salads and coleslaw with reduced-fat ingredients such as low-fat mayonnaise or plain yogurt.
<input type="checkbox"/>	Serve healthier salad dressings such as fat-free honey mustard, reduced-fat ranch and thousand island, and vinaigrettes made with healthy oils such as olive and canola.
<b>Portion Control</b>	
<input type="checkbox"/>	Set guidelines for food service staff before each meal to determine which utensils will be used to serve items and how much of each item students should be served.
<input type="checkbox"/>	If students are permitted second helpings, set standards for smaller servings the second time they come through the line.
<input type="checkbox"/>	Replace salt and sugar on tables with acceptable alternatives.
<b>Nutrition Education and Promotion</b>	
<input type="checkbox"/>	Hang signs that promote healthy eating in the cafeteria and other places around center.

After completing most or all of these small changes, you can start implementing moderate changes.

## Moderate Changes in Cafeteria Food Service

Completed?	Recommendations
<b>Product Ordering/Menu Planning</b>	
<input type="checkbox"/>	Begin to convert to at least 50% whole grain breads and cereals. Phase in these changes with white-wheat products or 50/50 flour blends.
<input type="checkbox"/>	Offer a vegetarian/vegan option during every meal. Be creative!
<input type="checkbox"/>	Processed foods are often expensive, high in fat, calories and sodium, and contain artificial ingredients and preservatives. Substitute fresh or flash-frozen ingredients for foods that would normally be purchased premade or processed. Do this at least three times per week.
<input type="checkbox"/>	Items such as canned vegetables and fruits lose much of their nutritional value during the canning process. Completely eliminate canned fruits and vegetables.
<input type="checkbox"/>	Explore purchasing options. Learn more about cost-saving strategies when purchasing food.
<input type="checkbox"/>	Tailor menu items to diverse tastes. Conduct informal surveys and talk with students about preferences and requests. Collect recipes that cater to students' food preferences.
<b>Preparation</b>	
<input type="checkbox"/>	Limit use of the fryer to no more than twice per week. Bake, steam, or broil foods instead.
<b>Beverages</b>	
<input type="checkbox"/>	Turn the soda machines off during breakfast and lunch. Offer no more than two soda options at dinner.
<b>Fruit and Salad Bar</b>	
<input type="checkbox"/>	Serve fruit salad and/or whole fruits at every meal. (Fruits should be fresh or defrosted frozen fruits.)
<input type="checkbox"/>	Rotate ingredients on the salad bar so students have different options on a daily or weekly basis.
<input type="checkbox"/>	As budgets permit, introduce rich and complex foods to the salad bar, such as pistachios, avocados, walnuts, blue cheese, red onions, sliced grapes and feta cheese. Pre-plate an entrée salad using some of these foods and display at the lunch line to give students ideas. Offer larger plates to students who wish to experiment with the salad bar. This makes a great teachable moment.
<input type="checkbox"/>	The salad bar should be easily accessible and viewable from the cafeteria line and within the dining area. It may even be the first line students go thru to promote fresh meal options. Rearrange the placement to promote the salad bar.

<b>Portion Control</b>	
<input type="checkbox"/>	Portion food into proper serving sizes prior to meal times. Ensure that every serving is uniform and appropriate for the type of dish (i.e., entrée, side, etc.).
<input type="checkbox"/>	Conduct a plate waste study. Determine which items are wasted; replace these items on the menu or reconsider portion sizes.
<b>Nutrition Education and Promotion</b>	
<input type="checkbox"/>	Begin informal nutrition education while students eat their meals. Walk around and talk to students about the importance of fruits and vegetables, whole grain products, and lean protein sources. Take advantage of teachable moments.
<input type="checkbox"/>	Involve students in menu selection. Form a food committee, if one is not already in place, have vendors come in during meal times with sample products, or host a food-tasting party.

After completing most or all of these moderate changes, you can start implementing large-scale changes.

## Large-Scale Changes in Cafeteria Food Service

Completed?	Recommendations
<b>Product Ordering/Menu Planning</b>	
<input type="checkbox"/>	Do not serve any foods of minimal nutritional value. Visit US Department of Agriculture's website at: <a href="http://www.fns.usda.gov/cnd/menu/fmnv.htm">http://www.fns.usda.gov/cnd/menu/fmnv.htm</a>
<input type="checkbox"/>	Serve dessert with no more than three meals per week. Substitute fresh fruits.
<input type="checkbox"/>	Use convenience foods minimally. Make most or all sauces from scratch and rarely serve "heat and serve" items, such as frozen chicken nuggets, pre-made pizza, etc.
<input type="checkbox"/>	Drastically reduce or eliminate white bread products. Substitute whole grain breads and cereals.
<input type="checkbox"/>	Eliminate products that contain <i>trans</i> -fat from the menu.
<b>Preparation</b>	
<input type="checkbox"/>	Steam, bake or bake-fry, broil or grill most foods. Use deep fryers only occasionally or not at all.
<input type="checkbox"/>	Make most items from scratch before each meal.
<b>Beverages</b>	
<input type="checkbox"/>	Eliminate soda from cafeteria food service. Provide other beverage choices, such as milk, water and fruit juice.
<b>Portion Control</b>	
<input type="checkbox"/>	Standardize portion sizes. Compile a list or put together a booklet of all frequently served menu items so portions remain consistent each time an item is served.
<b>Nutrition Education and Promotion</b>	
<input type="checkbox"/>	Supply nutrition information for all foods served. Large posters can supply information for all menu items in a given menu cycle and smaller signs, placed above items on the serving line, can supply information for individual items.
<input type="checkbox"/>	Offer a Cooking 101 class to students. (Information on this can be found on the HEALS website.)

## Simple Changes in Vending

Completed?	Recommended Change or Procedure
<b>Beverage Machines</b>	
<input type="checkbox"/>	Ensure water, low- or zero-calorie flavored waters, fruit juices, and low-fat/non-fat milk are available in beverage vending machines, as feasible.
<input type="checkbox"/>	Replace large (20 fluid ounces or more) servings of carbonated beverages with smaller cans or bottles. Beverage companies offer soda/pop in 12-ounce bottles and cans. Some are now offering 8-ounce single servings as well.
<input type="checkbox"/>	Place signs on machines encouraging students to drink more water.
<input type="checkbox"/>	Ensure fruit-flavored beverages contain a minimum of 50% fruit juice.
<input type="checkbox"/>	Ensure that energy drinks (e.g., Red Bull) are not available in vending machines.
<b>Candy/Snack Machines</b>	
<input type="checkbox"/>	Ensure low-fat and low-sugar snacks are available. These snacks may include, but are not limited to, low-fat granola/cereal bars, baked snack chips and nuts/seeds. Snacks should include at least 5 percent of the Daily Value, per serving or per 100 calories, of at least one of these eight essential nutrients: iron, calcium, protein, vitamin A, vitamin C, niacin, thiamine or riboflavin. In addition, healthy snacks should not contain more than 38% of total calories from fat, and sodium content should not exceed 350 mg per portion.
<input type="checkbox"/>	Label snacks that are healthier choices.
<input type="checkbox"/>	Place a sign on the machine encouraging students to have a healthy snack.

## Moderate/Large-Scale Changes in Vending

Completed?	Recommendations
<b>Beverage Machines</b>	
☐	Offer water and juice at discounted prices. Markup the price of carbonated beverages.
☐	Offer carbonated beverages only in certain machines and limit the number of these machines.
☐	Turn off machines that offer carbonated beverages during the training day, as feasible.
<b>Candy/Snack Machines</b>	
☐	Offer healthier snack items at reduced prices. A 10% price reduction is likely to increase the amount of healthy snacks purchased without increasing the total number of snacks purchased.
☐	Ensure that at least half of the items in the machine are healthy snacks, as recommended in Simple Changes.

## Simple Changes in Nighttime Snacks

Completed?	Recommendations
<input type="checkbox"/>	Offer healthy nighttime snacks two days per week. These snacks may include, but are not limited to, low-fat granola/cereal bars, baked snack chips and nuts/seeds. Snacks should include at least 5 percent of the Daily Value, per serving or per 100 calories, of at least one of these eight essential nutrients: iron, calcium, protein, vitamin A, vitamin C, niacin, thiamine or riboflavin. In addition, healthy snacks should not contain more than 30% of total calories from fat (excluding nuts and seeds), sodium content should not exceed 350 mg per portion and snacks should not exceed 300 calories per item.
<input type="checkbox"/>	Offer low-fat/non-fat milk, juice or water with snacks in lieu of carbonated beverages.
<input type="checkbox"/>	Survey students for healthy snack preferences and snack times.

## Moderate Changes in Nighttime Snacks

Completed?	Recommendations
<input type="checkbox"/>	Offer healthy snacks at least four days per week. Healthy options can be snack foods categorized as healthy or items such as fruit or vegetables and dip.
<input type="checkbox"/>	Always offer a healthy snack option for students who want to eat healthy, even on days when treats are offered.
<input type="checkbox"/>	Ensure filtered or bottled water is available to students free of charge in the evenings.

## Large-scale Changes in Nighttime Snacks

Completed?	Recommendations
<input type="checkbox"/>	Ensure that all snacks offered are healthy. Allow students to have a less healthy snack 2-4 times per month as their snack.
<input type="checkbox"/>	Install refrigerated vending machines with substantial snacks, such as small sandwiches, yogurt, and cheese and crackers, for students who need additional nourishment.