

Senior Center Assessment Tool

CENTER NAME:				Region:	County
Date:	Menu #:			Time of Visit:	
Meal Order	C1:		C2:	Manager:	
	B'fast		Frozen	Years of service:	
Meals Served:	C1:		C2:	# Participants Present:	
Total Meals Served:				# Participants Signed in:	
Went on homebound route.	yes		no	Health Dept Score:	
Time Meals Arrive:			Production Unit:	Name:	
Meal Accept time:				Date:	
A) General Facility				YES	NO
page					COMMENTS
19	Outside pathways in good repair, accessible, no obstruction.				
19	Ramps w/ handrails available for entrance.				
19	Restrooms accessible to persons w/ disabilities.				
19	Site, in general provides a clean and welcoming environment.				
19	Temperature of the facility is comfortable.				
24	Screens are on windows and doors, if open.				
19	The senior center site is clearly identified from the outside.				
19	Working business phone and published number.				
20	2 exits available and not locked.				
B) Informational Items - Chapter 11, page 104 of manual.					
19-20, 104	Fire / Emergency Exit Plan / Drills/ emergency phone numbers.				
104	Hours of Operation.				
104	Current Menu and Current Activity Calendar.				
104	Contribution Sign.				
104	Sanitizing Procedures.				
104	Handwashing Sign.				
104	Foods that should not be taken from the center.				
104	Equal employment poster with non discriminatory clause				
C) Volunteers - Chapter 6, page 59 of manual.					
59-62	Volunteerism is encouraged by the center manager.				
18,20,59	Volunteers are adequately supervised by the center manager.				
D) Contributions - Chapter 2, section 2-G of manual.					
16	Contribution/Donation Box is available / locked.				
16	Contribution is confidential.				
16	Procedures are followed to account for all contributions.				
16	Oral programs encouraging contributions provided periodically.				
E) Files and Forms					
14-15	Attendance log reports are recorded daily and on file.				
15	Weekly meal reports and item delivery tickets on file.				
11	Participant eligibility has been determined. Form revised and on file. Checking 20% of C1 active participants.				
	Nutrition risk assessment: review/complete.				
	Nutrition risk assessment appears accurate.				
12	High risk receives meal 5 days per week.				
F) Center Management					
26	Operating Hours: _____ Days per week: _____				
18	Adequate staffing during senior center hours.				
	Overall good atmosphere in center.				
	Manager and staff are receptive to concerns / suggestions.				

Senior Center Assessment Tool

page		YES	NO	COMMENTS
14	Participants in attendance sign in.			
12	All persons served are eligible participants.			
11	Nutrition Education provided monthly-C1/quarterly-C2.			
21	Current Alabama ENP manual available & easily accessible?			
18	Manager demonstrates a sincere respect for all attendees, staff.			
14-15	Waiting list of eligible persons used for congregate fill-in days.			
15	Current contact info available on all clients.			
18	Basic education and training for center manager.			
18	Plan in place to manage the services if Center Manager is out.			
G) Safety				
19,21-22	Floor covering, walls, ceiling, doors, windows, etc. are in good condition with no hazardous areas. Kitchen light covers 6-202.11			
20	First Aid supplies are available and stocked adequately.			
20	Center staff are trained in basic first aid and emergency procedures.			
20	Yearly fire and severe weather drill provided to participants.			
20	Fire Extinguisher is easily accessible, serviced within the past 12 months and can be used by staff.			Date of service:
19	Furniture is arranged safely, aisles and doors are unobstructed.			
20	Cleaning supplies and toxic materials stored separate from food and serving items. MSDS available.			
37	Home prepared food items are not used or consumed during nutrition program hours.			
77	Manager & staff aware of illness plan and clean-up procedures.			
H) Kitchen / Sanitation				
64	Hand washing sign is posted in kitchen and restrooms.			
64	Soap, hot water and disposable towels or hand dryer are available for hand washing in kitchen and restrooms.			
30, 64,	Servers wash hands before and after serving.			
30	Servers wash hands in appropriate sink designated for hand washing, not in dish washing sink.			
21-22	Garbage cans are lined and clean with lid. Trash is disposed of properly.			
22,45	Refrigerator is clean, holds food at $\leq 41^{\circ}\text{F}$, enough capacity to store cold food items.			
22, 45	Freezer is clean, has thermometer, frozen meals frozen.			
47, 70-73,75	Tea/coffee urn is clean and sanitized.			
65	Sanitizing solution is available, labeled and is appropriate strength.			
66	Staff able to properly check thermometers in ice bath.			
42	Two properly working food thermometers on hand.			
54	All supplies stored at least 6" off floor and in a contained area.			
24	Adequate pest control.			How often serviced:
11, 51	Wiping cloths are clean and kept in sanitizing solution.			
53	No eating, drinking, smoking or chewing in the kitchen.			

Senior Center Assessment Tool

page		YES	NO	COMMENTS					
25	Mops / brooms stored not in direct contact w/ floor.								
49	Oliver machine is clean to sight and touch.								
49 - 50	Ice machine is clean to sight and touch. (4-601.11)								
I) Temperature of Menu Items									
Delivery									
	Pans	1	2	3	4	Serving			
						1	2	3	4
	Entrée								
	Side								
	Side								
	Side								
	Juice								
	Milk								
J) Food Service									
page		YES	NO	COMMENTS					
31,86	Temperatures are taken and recorded upon delivery of food and prior to service of food.								
31,35, 43-44	Thermometer is cleaned and sanitized before and after use.								
30-31, 34, 36	Hot food is stored in holding cabinet upon receiving.								
45-46	Food held at adequate temp to maintain food quality. Staff aware of how to operate holding cabinet.								
31,45-46	Holding Cabinet works properly.								
30-31	Cold food is stored in refrigerator upon receiving.								
24	Milk is received in a clean, well maintained insulated cooler with adequate ice and properly functioning drain.								
32,47,76, 80-81	Serving Guide is available and consulted with for proper portions, utensils, and tray arrangement.								
32,40,51	Dining and serving tables are washed and sanitized.								
32	Supplies needed for the meals are counted and set aside prior to meal service.								
30,40	Hair nets and clean aprons are worn by servers. 2-402.11								
52	Servers have good hygiene and clean clothes.								
53	Servers are free of sickness, open wounds, cuts.								
53,65	Plastic gloves are properly worn and used while serving.								
32,47	Foods are portioned with utensils according to the serving guide; minimal touching of food with gloved hand.								
40	Items handed out separate are placed on the table in front of participant.								

Senior Center Assessment Tool

page		YES	NO	COMMENTS
41	Milk leftover from the day before is served first.			
36,38	Only those pans being served from are removed from hot/cold storage first.			
41	Kitchen area is appropriately cleaned after service.			
41	Pans washed, utensils cleaned and properly sanitized, supplies returned to storage area.			
41, 85	Comments about food are solicited and recorded on Item Delivery Ticket.			
K) C-2 / Home Bound Meals				
14-15	Current list of Home Delivered Meal Recipients on File.			
13-15	Meals are delivered only to eligible clients.			
13-15	Homebound waiting list is maintained at center.			
16	C-2 clients are periodically reminded about contributions.			
14-15	Participant information is maintained at the center for accurate record keeping.			
32, 38	3 compartment trays / cup lids are dated.			
22, 38-39	Home delivery meal containers are adequate in size and quantity and properly sealed for cold/hot.			
41, 48	Home delivery containers are clean and sanitized.			
39	Home delivery route is completed in less than 2 hours.			
*5	Vehicle is free of odors, dirt, grime, and pets.			
* Module 5 Course Book of Food Safety on the Go				
L) Observations / Comments				
<p>Menu Served: Menu #</p> <p>Estimated Number of Servings left after all meals were served:</p> <p>Comments concerning meals in general: Shelf Stable Meals: Picnic:</p> 				

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Physical Needs of Facility:

Additional Information of Interest:

Equipment Concerns:

Supply Concerns:

Reimbursement Concerns:

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