Cafeteria Culture Check-In

**Objective:** Team tool to self-assess and identify opportunities to enhance your school lunch culture.

**Directions:** Respond to the questions below by writing in OR circling your responses. Your supervisor (e.g. Kitchen Manager) will review the responses and share the data with the whole team to identify the trends, takeaways and ideas gathered for enhancing your food service program.

1. List one aspect of your job that you personally find rewarding.

2. As a team, we help to create a cafeteria environment that is welcoming and a place where students want to be.

   **Strongly Agree**  **Agree**  **Somewhat Agree**  **Somewhat Disagree**  **Disagree**  **Strongly Disagree**

3. What are 1-2 additional ways we can interact positively with students, parents and school staff?

4. Our food quality is consistent from day to day.

   **Strongly Agree**  **Agree**  **Somewhat Agree**  **Somewhat Disagree**  **Disagree**  **Strongly Disagree**

5. Share 1-2 ways we might improve the look and taste of our food?

6. How can we encourage our students to try more fresh fruits & vegetables and new items?

7. Our cafeteria (and equipment) is clean, well-lit and without clutter.

   **Strongly Agree**  **Agree**  **Somewhat Agree**  **Somewhat Disagree**  **Disagree**  **Strongly Disagree**

8. We have a positive kitchen team culture that includes: Vision, Trust, Respect and Optimism.

   **Strongly Agree**  **Agree**  **Somewhat Agree**  **Somewhat Disagree**  **Disagree**  **Strongly Disagree**

9. Name one or more ways your kitchen team already excels in creating a positive school lunch culture.

10. As a team, identify one or more ways we can improve the student meal experience.
Agenda for Team Meeting

Initial Meeting

1. Kitchen Manager starts by sharing purpose of meeting with team
   Example: I want to start off by thanking you for all that you do and for all the hard work you put in to get healthy meals prepared for students. As professionals, it is also important to continuously look for ways to improve or enhance our work in order to maximize participation. Today, I’m going to give you a survey to answer anonymously so I can obtain your feedback and identify areas where we might enhance students’ dining experience.

2. Kitchen manager distributes Cafeteria Culture Check-In tool and invites staff to begin responding to the questions.

Between Meetings

3. Kitchen manager reviews responses, tally’s answers and identifies trends (where 3 or more staff members make similar comments).

Follow Up Meeting

4. Share data
   Kitchen manager shares data from survey highlighting the trends.

5. Processing time and discussion
   Kitchen manager invites staff to take a moment to review the data and prepare to share their takeaways, what trends they see, and what the data reveals about opportunities to improve the food service program. After sufficient think time, the team holds an open discussion around the data, trends and opportunities for improvement.

6. Focus area and action plan
   Kitchen manager invites staff to identify an area they would like to improve or focus on and asks the team to brainstorm specific ideas for improving in that area. Team decides on one or two specific things they want to work on/try over the next three weeks.

7. Follow-up
   Kitchen manager informally reminds team members of the goal and action plan and holds a formal check-in meeting after three weeks to for the team to debrief on how it is going (e.g. How are we doing? What improvements are we noticing? What’s our next step for improving in this area?).