

Introduction

- This document includes 4 different evaluation forms. Each form is associated with a different aspect of the food service operation:

I. MENU PLANNING

II. FOOD PREPARATION

III. MEAL PRESENTATION

IV. MARKETING & PROMOTION

- These forms are intended for use by any and all program operators, including menu planners and kitchen managers, as well as kitchen staff.
- Evaluations may be conducted at any time throughout the year. It is recommended to consider evaluating program operations if:
 1. Recent changes have been made to the menu
 2. New employees have been hired
 3. Students are wasting large amounts of food

A Guide: How to Interpret Evaluation Form Results

Step 1: Assign each answer on the selected evaluation form with one of the following values:

Always = 3 Sometimes = 2 Never = 1

Step 2: Add up all the answers to all the questions on the selected evaluation form.

Step 3: Divide the number from Step 2 by the number of questions on that form (for example, there are 18 question on the Menu Planning evaluation form). The range this answer falls into represents the average score.

<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>
1.00 – 1.49	1.50 – 2.49	2.50 – 3.00

Step 4: Visit the Boost Meal Appeal webpage on www.squaremeals.org for suggestions on how to improve the visual appeal and taste of school meals that comply with the Federal standards.

Circle **Always**, **Sometimes**, or **Never** to answer the following questions.

I. Menu Planning Evaluation Form

- | | | | |
|---|---------------|------------------|--------------|
| 1. The menu includes a variety of bright and attractive colors | Always | Sometimes | Never |
| 2. The menu includes a variety of textures (crisp; firm; crunchy; soft; smooth) | Always | Sometimes | Never |
| 3. The menu includes a variety of preparation methods (raw; sautéed; grilled; baked) | Always | Sometimes | Never |
| 4. The menu includes a variety of hot and cold foods | Always | Sometimes | Never |
| 5. The menu includes a variety of flavors (bitter and sweet; mild and strong) | Always | Sometimes | Never |
| 6. The menu includes a variety of shapes and sizes | Always | Sometimes | Never |
| 7. Garnishes are planned for menu items | Always | Sometimes | Never |
| 8. The menu provides a daily variety of choices from each food component group | Always | Sometimes | Never |
| 9. The menu provides a weekly variety of choices from each food component group | Always | Sometimes | Never |

10. New menu items are available often	Always	Sometimes	Never
11. The same foods items are planned two or more days in a row	Always	Sometimes	Never
12. Less popular items are paired with popular items to improve their acceptability	Always	Sometimes	Never
13. Unfamiliar foods are offered repeatedly	Always	Sometimes	Never
14. Unfamiliar and less popular foods are prepared and offered in a variety of ways	Always	Sometimes	Never
15. Unpopular foods are evaluated (taste tests; student surveys)	Always	Sometimes	Never
16. Students are given the opportunity to provide feedback about menu items (comment cards; focus groups)	Always	Sometimes	Never
17. The menu includes items students have suggested or requested	Always	Sometimes	Never
18. You would eat the menu items offered in your cafeteria	Always	Sometimes	Never

Circle **Always**, **Sometimes**, or **Never** to answer the following questions.

II. Food Preparation Evaluation Form

- | | | | |
|---|---------------|------------------|--------------|
| 1. The intended texture of the food is considered during cooking | Always | Sometimes | Never |
| 2. Batch cooking is used to maintain color and brightness of vegetables on the line | Always | Sometimes | Never |
| 3. Quality food items are used to prepared meals | Always | Sometimes | Never |
| 4. Food items with different textures are used to prepare meals | Always | Sometimes | Never |
| 5. Food items are cooked to proper temperatures | Always | Sometimes | Never |
| 6. Overcooked foods are still served on the line | Always | Sometimes | Never |
| 7. Production staff taste meals before serving in order to ensure they are a good quality, correct temperature, and flavorful | Always | Sometimes | Never |
| 8. Staff follow recipes when preparing food | Always | Sometimes | Never |

Circle **Always**, **Sometimes**, or **Never** to answer the following questions.

III. Meal Presentation Evaluation Form

1. The serving line is clean and free of debris	Always	Sometimes	Never
2. Fresh fruits are displayed in an appealing manner on the serving line	Always	Sometimes	Never
3. Students are able to easily grab fruit and vegetable items while going through the line	Always	Sometimes	Never
4. Fruits and vegetables look fresh and bright in color	Always	Sometimes	Never
5. Cooked vegetables become overcooked while being held on the line and appear dull	Always	Sometimes	Never
6. Garnishes complement the flavor, color, and texture of the foods on the line	Always	Sometimes	Never
7. A variety of bright and attractive colors are served on the line daily	Always	Sometimes	Never
8. Whole fruit or vegetables with bruises, gashes, and bumps are served on the line	Always	Sometimes	Never
9. There is adequate lighting to highlight food items on the serving line	Always	Sometimes	Never
10. The food smells good	Always	Sometimes	Never
11. Overall, all foods look appetizing on the line	Always	Sometimes	Never
12. Trays look neat and clean	Always	Sometimes	Never

13. Employees offer assistance to students, when needed	Always	Sometimes	Never
14. Employees smile while serving students	Always	Sometimes	Never
15. Employees encourage students to try fruits and vegetables served on the line	Always	Sometimes	Never
16. Students approach employees with questions or comments about the food	Always	Sometimes	Never
17. Employees are responsive to students' questions and comments	Always	Sometimes	Never
18. Hot food items are held above 140 °F	Always	Sometimes	Never
19. Cold food items are held below 40 °F	Always	Sometimes	Never
20. Frozen items are held below 0 °F	Always	Sometimes	Never
21. You would enjoy eating the food items served at your school	Always	Sometimes	Never

Circle **Always**, **Sometimes**, or **Never** to answer the following questions.

IV. Marketing & Promotion Evaluation Form

- | | | | |
|--|---------------|------------------|--------------|
| 1. Handouts, fliers, posters, or samples are used to encourage the consumption of menu items | Always | Sometimes | Never |
| 2. Handouts, fliers, posters, or taste tests are used to encourage students to eat fruit and vegetable items | Always | Sometimes | Never |
| 3. Students show interest or excitement towards promotions | Always | Sometimes | Never |
| 4. New ideas for promotions are encouraged among the food service employees | Always | Sometimes | Never |
| 5. Food items that are promoted sell more | Always | Sometimes | Never |
| 6. You are proud of the menu planning and promotional work at your school | Always | Sometimes | Never |