

Food Service Guidelines Checklist for Prepared Foods



This checklist was developed to help you determine what food and beverages offered in your agency meet the *Food Service Guidelines for Federal Facilities*. This checklist only pertains to the food and beverage standard criteria for prepared foods. Prepared foods are fresh, cleaned, cooked, assembled (e.g., salad or sandwich), or otherwise processed and served “ready-to-eat.” Prepared foods include those that are made and served on site, or those prepared at a central kitchen and then packaged and distributed to other locations. These foods have a relatively limited shelf-life (compared to packaged snacks) and can be sold in many food service venues. Examples of prepared foods include hot entrées, side dishes, soups, salads, deli sandwiches, and fresh whole fruits and vegetables.

Agency Background Information

1. Contact information (Complete in the space provided.)

Checklist completed by (name):

Job title:

Telephone number:

E-mail address:

2. Agency information (Complete in the space provided.)

Agency name:

Number of employees:

Mailing address:

Agency contact person (for future communication):

Job title:

Telephone number:

E-mail address:



3. Your agency’s setting (Complete in the space provided.)

Work site (Describe setting):

Community setting (Specify):

4. Location of prepared foods observed (Complete in the space provided.)

Name of facility, building, floor, etc.:

5. Date of observation (Complete in the space provided.)

Date (mm/dd/yyyy):

Prepared Foods Checklist

(Check one answer for each standard)

Category	Food Service Guidelines Standard Criteria	Yes, Standard Met	No, Standard Not Met	Not Applicable
Fruits and Vegetables	Offer a variety of at least 3 fruit options daily, with no added sugars. Fruit can be fresh, canned, frozen, or dried.			
	Offer a variety of at least 3 non-fried vegetable options daily. Vegetable can be fresh, frozen, or canned, and served cooked or raw.			
	Offer seasonal fruits and vegetables.			
Grains	Offer half of total grains as “whole grain-rich” products, daily.			
Dairy	Offer a variety of low-fat dairy products (or dairy alternatives) daily, such as milk, yogurt, cheese, and fortified soy beverages.			
Protein Foods	Offer a variety of non-fried protein foods, such as seafood, lean meats and poultry, eggs, legumes (beans and peas), nuts, seeds, and soy products, daily.			
	Offer protein foods from plants, such as legumes (beans and peas), nuts, seeds, and soy products, at least three times per week.			
	Offer seafood at least two times a week.			
Desserts	When desserts are available, offer 25% of desserts containing ≤200 calories as served.			
Sodium	All meals* offered contain ≤800 mg sodium.			
	All entrees* offered contain ≤600 mg sodium.			
	All side* items contain ≤230 mg sodium.			
Trans Fats	All foods do not include partially hydrogenated oils.			
Calorie and Nutrition Labeling	Provide calorie and nutrition information of standard menu items as required by the Food and Drug Administration (FDA) in <i>Menu Labeling Final Rule: Food Labeling; Nutrition Labeling of Standard Menu Items in Restaurants and Similar Retail Food Establishments</i> .			
Other Considerations	Limit deep-fried entrée options to no more than one choice per day.			

* See the [Food Service Guidelines for Federal Facilities](#) for definitions of meals, entrees, and side items.