

School Food Vendor Checklist

This checklist can assist schools when working with vendors or caterers. Further detail may be outlined when schools ask for proposals and when vendors or caterers enter into a contract to provide food.

When working with vendors and caterers, consider what resources the school has and what food is currently provided. Schools can use the 'Getting Started' section of the [School Breakfast Program Toolkit](#) (pg. 7-12) and the 'School Menu Checklist' to assist with this checklist. Check with the manager or owner of a vendor or caterer to ensure that the nutrition information provided is accurate.

Instructions for use: Use this checklist to determine whether a vendor or caterer can meet the specific needs of your school when providing food. Work with the vendor or caterer to answer 'yes' or 'no' to the following questions. Add comments to remind you of discussion points related to negotiations for a food provision contract.

Overall Menu Question:	Yes	No	Comments
Do you have the ability to provide lunches for () for () throughout the entire school year?			
Does your menu include items from each of the four food groups in Canada's Food Guide with each meal?			
Does your menu offer a variety of options including cultural recipes and seasonal variations?			
Does your menu meet the allergy restrictions of the school?			
Does your menu offer options for religious or dietary restrictions? (example: vegetarian options)			
Does your menu offer affordable options?			
Are recipe ingredients and nutritional information available upon request?			
Are you willing to make changes to your menu based on feedback from students, parents, and staff?			

Nutrition Guidelines Question:	Yes	No	Comments
Are you familiar with our school district's nutrition policy? (if applicable)			
Are you familiar with the Alberta Nutrition Guidelines for Children and Youth and the AHS resource the Healthy Food Checker ?			
Are you committed to developing menus and recipes that follow the Alberta Nutrition Guidelines for Children and Youth?			

Order and Delivery Question:	Yes	No	Comments
The ordering of the food and how far in advance it needs to be ordered has been determined?			
Does your company deliver the food? ○ What time can the food be delivered? ○ Is there a delivery fee?			
Does your company provide items that may be needed for meals, such as utensils and napkins?			
Does your company help to serve the meals to students?			
Will the meals be ready to serve or is additional preparation (example: refrigeration or heating) and portioning required?			

Cost and Contract Question:	Yes	No	Comments
The cost per student per day for lunch is known?			
Is the cost consistent from day to day, or does it change according to the menu items offered?			
Will our school be charged any extra operating costs?			
Do you have any conditions that need to be included in your contract such as the minimum length of contract or vendor exclusivity?			
Are you willing to build a contract to ensure both parties have a clear understanding of expectations?			

Certification and Food Safety Question: <i>Contact your local Public Health Inspector/Environment Health Officer (AHS Environmental Public Health) about the type of Food Handling Permit needed for your school.</i>	Yes	No	Comments
Does your company have a food handling permit?			
Does your staff have up-to-date food safety training?			
Do you have references from previous clients?			
What food safety factors will be taken into account for the lunch program? (Maintaining safe food temperatures before service and during transportation/delivery, prevention of cross contamination, etc.)			
Will food be labelled to ensure students with allergies or diet restrictions receive the proper food?			

For more information:
[Canada's Food Guide](#)
[Alberta Nutrition Guidelines for Children and Youth](#)
[Healthy Eating Starts Here](#)

For questions, contact:
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