



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Dietary Consultant's Report

Project name	Date
Project director	Date
Site/site manager	Date

I. Summary of month's consultation activities:

Total monthly hours spent on site: _____
Minimum of five hours a month per cooking site and three hours per satellite site.

- Conferences with:
 - Project director
 - Site manager(s)
 - Outreach worker(s)
 - Cook(s)
 - Other

- Topics covered:
- Policies
 - Procedures
 - Purchasing
 - Cost control
 - Storage
 - Equipment procurement
 - Equipment maintenance
 - Food preparation
 - Standardized recipes
 - Job descriptions
 - Job schedules
 - Home delivered meals
 - Sanitation
 - Safety
 - Nutrition
 - Other**

- Indicate joint conferences
- Visited/ate lunch with participants
- Attended Advisory Council Meeting
- Reviewed menus
- Observed meal preparation
- Observed meal service
- Number of reservations made: _____
- Number of meals prepared: _____
- Number of meals served: _____
- Number of full meals leftover: _____
- Checked dishwashing procedures
- Conducted inservice education
- Conducted nutrition education
- Consultation by telephone - explain under II
- *Worked at home - explain under II
- Other:

* Written work done away from institution, such as writing policies, procedures, menus, preparation for education.
 ** For instance, dishwashing techniques, menu planning techniques, reviewed bacteria county reports. Explain under II.

II. Briefly explain I:

III. Progress:

IV. Recommendations:

V. Comments:

Registered dietitian Date