

Evaluating a School Food Service Customer

Missouri Farm to Institution Project

Adapted from Kelly Erwin, Massachusetts Department of Agriculture Farm to School Project

School Contact Information

Name of School or School District:

Name of Food Service Director:

Address:

Phone:

Fax:

Email:

Name(s) of others who might be involved in ordering, menu plans, promotion, etc.:

General Questions for the School Food Service Director

1. What are some of your reasons for wanting to offer locally grown food?

(There are many reasons, including improving color/taste/variety of food, increasing consumption of fruits and vegetables; improving freshness or nutritional value of foods; increasing overall meal participation rate; supporting local farms or economy; gaining positive public relations for the food service; building partnerships within the school system or the community, etc.).

2. How might you use locally grown food in your school?

(There are many ways, including serving locally grown foods on a limited basis, such as at only one school or in one meal; highlighting one or two local foods on weekly, monthly, or quarterly basis; using select locally grown foods whenever they are available; using as much locally grown food whenever it is available; using locally grown foods for taste tests, special events/meals, or educational programs).

3. What is the level of support for farm to school from within your school community (administration, teachers, staff, students, parents, school board, others)?

School Food Service Details

4. Number of lunches served per day (including regular school year and summer):

5. Number of breakfasts served per day (including regular school year and summer):

6. Number of schools or feeding sites (including regular school year and summer):

7. **Number of sites where cooking occurs (including regular school year and summer):**
8. **Which whole, unprocessed fruits and vegetables do you purchase?**
9. **Which partially processed fruits and vegetables do you purchase?**
10. **Are there other processed or unprocessed local products that you would be interested in purchasing if they were available?**
11. **What is your typical order of fresh produce in late August or early September (or another time of the year when the farmer has produce to sell)?**

Type of Produce

Volume or Weight

12. **Do you currently have a salad, pasta, or taco bar (or other type service option) where fruits and vegetables are served?**
13. **How many locations receive produce deliveries? How many times per week and at what times?**
14. **How do you prefer to place orders? How often do you prefer to place orders?**
15. **In what types of packaging do you prefer to receive produce?**
16. **What are your procurement procedures?**
17. **How does one become an approved vendor? Are there insurance or other requirements for vendors?**
18. **How long will it take to get paid?**
19. **When would you like to start using locally grown food?**
20. **Do you plan to use promotional or educational materials to promote locally grown food?**