



COMDTNOTE 1650
JULY 29, 2003

COMMANDANT NOTICE 1650

CANCELLED:
JULY 28, 2004

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS 2004

Ref: (a) Medals and Awards Manual, COMDTINST M1650.25(series)
(b) Coast Guard Food Service Manual, COMDTINST M4061.5(series)

1. PURPOSE. This Notice solicits applications for the Coast Guard Dining Facility (CGDF) and Food Service Specialist (FS) of the Year Awards for 2004. Intended users are all Coast Guards Units with Dining Facilities and Food Service Specialists.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants of directorates, Chief Counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this notice. Official distribution will be via the Coast Guard Directives System CD-ROM and websites <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> and <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. An electronic version will be made available via the Commandant (G-WKW) web site. <http://www.uscg.mil/hq/g-w/g-wk/g-wkw/worklife/index.htm>
3. DISCUSSION.
 - a. The Coast Guard Excellence in Food Service Awards are presented annually to recognize those units and individuals demonstrating they epitomize the best in food service professionalism.
 - b. The following eligibility requirements will be incorporated into Chapter 6 of reference (a) in a future change.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1			1	1	1	1	1		1		1					
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NON-STANDARD DISTRIBUTION:

4. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.

- a. Evaluation criteria. Coast Guard Dining Facility (CGDF) of the Year will be awarded in seven categories: large, medium, and small dining facility ashore as defined by enclosure (1) and Ref (b), large, medium, and small unit dining facility afloat as defined by enclosure (1) and contract dining facility as defined by enclosure (1). CGDF of the Year will be presented to the CGDF with the food service program that demonstrates excellence in the following criteria at their local command:
 - (1) Menu planning and food preparation;
 - (2) Food presentation and serving;
 - (3) Food acceptability;
 - (4) Food conservation, sanitation, and safety;
 - (5) Food service management and training;
 - (6) Supervision;
 - (7) Receiving and storage;
 - (8) Paperwork administration;
 - (9) Command attention and command relations in food service.

- b. Nomination procedures: Commanding Officers are encouraged to nominate their CGDF if it meets the criteria. Nominations are made by completing a nomination package to include a self-evaluation checklist of the CGDF. Units may request assistance by contacting the area Food Service Assistance and Training Team (FSAT), Maintenance and Logistics Command (MLC) Atlantic (757) 628-4396 or MLC Pacific (510) 437-5897. The nomination package shall be completed by the unit and forwarded to the appropriate FSAT MLC Atlantic/Pacific. Enclosures (2) and (3) list all the necessary items to be included in the nomination package. The deadline for submission of nomination packages to reach the FSAT MLC Atlantic/Pacific is 10 October 2003. The FSAT MLC Atlantic/Pacific will FEDEX all nomination packages to Commandant (G-WKW-1) not later than 17 October 2003. An evaluation team will review all nomination packages and select three finalists in each of the seven categories. Mailing addresses for nominations are:
 - (1) Commander (kfs), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510, 757-628-4396.
 - (2) Commander (kfs), MLC PAC, U.S. Coast Guard Island, Building 54A, Alameda, CA, 94501, 510-437-5897.

5. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

- a. Eligibility Requirements: To be eligible for this award, candidates must meet the following minimum criteria:
 - (1) Active duty or reserve FS in pay grade E-6 or below;
 - (2) Assigned at present unit for a minimum of 9 months;
 - (3) Within the Coast Guard weight standards during the entire evaluation period; and
 - (4) No mark of "Unsatisfactory" in conduct during the evaluation period.
- b. Evaluation Criteria: Commanding officers shall provide the following information in the nomination letter:
 - (1) Support Food Service Healthy Cooking Initiatives. Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques;
 - (2) Customer Focus, Relations, and Education. Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service;
 - (3) Command and Community Relations. Demonstrates professionalism when interacting with other commands and during off-duty involvement in the community. Demonstrates good moral character and appropriate conduct when dealing with food service vendors;
 - (4) Personal Development. Strives to improve personal and professional skills through participation in on and off-duty educational opportunities; and
 - (5) Collateral Duties. Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate related (e.g., performs professionally during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).
- c. Nomination Procedures. A letter of recommendation from the Commanding Officer of the nominee whose performance justifies recognition above all other eligible Food Service Specialists must be received at Commandant (G-WKW-1) no later than 1 January 2004. A selection board will review all nominations, rate them on the criteria listed above, and select the Food Service Specialist of the Year and Runner-up.

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6. AWARD PRESENTATION.

- a. A plaque and certificate will be presented to each of the winning Dining Facilities and the Food Service Specialist of the Year at the 2004 Joint Military Food Service Awards presentation.
- b. A member from the first and second place commands along with the Food Service Specialist of the year and runner up will have the opportunity to attend the Scholarship Program at an Accredited Culinary University.
- c. All nominated commands and Food Service Specialists will receive a letter from Commandant (G-WK) thanking them for their contribution to the food service program.

7. FORMS AVAILABILITY. None.

JOYCE M. JOHNSON
Director of Health and Safety

Encl: (1) 2004 CGEFS Awards and FS of the Year Evaluation Program
(2) 2004 CGEFS Self-Evaluation Check List CGDF
(3) 2004 CGEFS Self-Evaluation Check List Food Service Contract Facilities

2004 Coast Guard Excellence in Food Service Awards and Food Service Specialist of the Year Evaluation Program

1. Eligibility Categories.
 - a. Large Afloat Category
 - (1) All High Endurance Cutters (378 class)
 - (2) Medium Endurance Cutters (270 class)
 - (3) All Ice Breakers (WAGB class)
 - (4) USCGC Eagle
 - (5) USCGC Alex Haley
 - b. Medium Afloat Category
 - (1) Medium Endurance Cutters (210 class)
 - (2) All Ice Breaker Tugs (WTGB class)
 - (3) USCGC Acushnet
 - (4) USCGC Storis
 - (5) USCGC Gentian
 - c. Small Afloat Category
 - (1) Patrol Boats (87' & 110' Class)
 - (2) Buoy Tenders Coastal (WLM & WLI)
 - (3) Construction Tenders (WLIC)
 - (4) Buoy Tenders, River (WLR)
 - (5) Buoy Tenders Seagoing (WLB)
 - d. Large Unit Ashore Category
 - (1) CGDF as defined in Coast Guard Food Service Manual, COMDTINST M4061.5(series)
 - (2) All Coast Guard Integrated Support Commands (ISC) with CGDFs
 - e. Medium Unit Ashore Category
 - (1) CGDF as defined in Coast Guard Food Service Manual COMDTINST M4061.5(series) with exception of all ISC commands
 - f. Small Unit Ashore Category
 - (1) CGDF as defined in Coast Guard Food Service Manual, COMDTINST M4061.5(series)
 - g. Food Service Contract Facility Category
 - (1) USCG Academy New London, CT
 - (2) USCG Groups Woods Hole, MA, Sault St. Marie, MI, and Fort Macon, NC
 - (3) USCG Training Centers Cape May, NJ, Yorktown, VA, and Mobile, AL
 - (4) USCG Air Stations Elizabeth City, NC, and San Diego, CA
 - (5) USCG ISCs Kodiak, AK, Boston, MA, Ketchikan, AK, Portsmouth, VA, and Alameda, CA.

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- h. Food Service Specialist of the Year
 - (1) All active duty or reserve FS in pay grade E-6 and below.
2. Exclusions.
 - a. Private messes
 - b. MWR and CGES dining facilities
 - c. Secretary of Transportation Executive Dining Facility
 - d. USCG Training Center Petaluma
3. Competition Recognition. One first place, one second place and one honorable mention CGDF will be selected in each of the competition categories. One Winner and one Runner up will be selected as FS of the year.
4. Nomination Procedures: Commanding Officers are encouraged to nominate their CGDF if they meet the criteria. Nominations are made by completing a nomination package to include a self-evaluation checklist of the CGDF. Units may request assistance by contacting the area Food Service Assistance and Training Team (FSAT), Maintenance and Logistics Command (MLC) Atlantic (757) 628-4396 or MLC Pacific (510) 437-5897. The nomination package shall be completed by the unit and forwarded to the appropriate FSAT MLC Atlantic/Pacific. Enclosures (2) and (3) list all the necessary items to be included in the nomination package. The deadline for submission of nomination packages to reach the FSAT MLC Atlantic/Pacific is 10 October 2003. The FSAT MLC Atlantic/Pacific will FEDEX all nomination packages to Commandant (WKW-1) not later than 17 October 2003. An evaluation team will review all nomination packages and select three finalists in each of the seven categories. Mail nominations to:
 - (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510, 757-628-4396.
 - (2) Commander (k), MLC PAC, U.S. Coast Guard Island, Building 54A, Alameda, CA, 94501, 510-437-5897.
5. Nomination Procedures for FS of the Year. A letter of recommendation from the Commanding Officer of the nominee whose performance justifies recognition above all other eligible FSs must be received at Commandant (G-WKW-1) no later than 1 January 2004. A selection board will review all nominations, rate them on the criteria listed in this Notice, and select the FS of the Year and Runner-up.
6. Finalist Review Teams. Commandant (G-WKW) will convene two Coast Guard Excellence in Food Service Evaluation Teams (CGEFSETs). The CGEFSETs are

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chartered to evaluate the three CGEFS finalists within their respective category. The CGEFSETs will include one food service professional from International Food Service Executives Association (IFSEA) and one from Commandant (G-WKW-1).

7. Review Time Frame. The one-day on-site review will be scheduled by Commandant (G-WKW). The exact date of the review will not be identified or announced. CGDF finalists must submit a detailed operational schedule that identifies three one-week availability periods. For example, USCGC NEVER SAIL submits an availability schedule identifying in port periods as 18-22 October, 1-5 November and 29 November-3 December. Commandant will schedule the on-site review date for one-day during one of those periods.
8. Review Process. The CGEFSET's visit will begin at 0700 and will not go past 1400. The CGEFSET's visit will focus on the overall dining experience, customer satisfaction, paperwork, sanitation, and quality of service.
9. Competition Standing CGEFS
 - a. Winner. The CGDF scoring the highest possible points in each category during the one-day evaluation.
 - b. Second Place. The CGDF scoring the second highest possible points in each category during the one-day evaluation.
 - c. Honorable Mention. The CGDF scoring the third highest possible points in each category during the one-day evaluation.
10. Competition Standing FS of the year.
 - a. Winner. The nominee selected by the board as the best candidate.
 - b. Runner up. The nominee selected by the board as an alternate candidate.
11. Recognition Ceremony. A military awards recognition ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy, Military Sea Lift Command, Marine Corps, Army, and Coast Guard will be recognized during a joint ceremony.
 - a. Commandant (G-WKW) will fund temporary duty travel expense for first place and second place unit representatives and the FS of the Year to attend the IFSEA annual conference and seminar.
 - (1) CGDF command representative quotas are:
 - (a) First Place-One representative.

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(b) Second Place-One representative.

12. Program Benefits. CGDFs and the FS of the Year will receive awards corresponding to their competition standing.

- a. IFSEA will present a Gold plaque to each first place CGDF.
- b. IFSEA will present a Silver plaque to each second place CGDF.
- c. Commandant G-W will present a Gold Plaque recognizing the FS of the Year.
- d. A certificate of merit will be presented to every member of the finalist food service division by IFSEA.
- e. First and Second Place CGDFs. Commandant (G-WKW) will fund one member from each Command to attend a two-week custom selected course held at an Accredited Culinary University.
- f. FS of the Year and Runner up. Commandant (G-WKW) will fund both to attend a two-week custom selected course held at an Accredited Culinary University.

13. Program Timetable

- a. 10 October 2003. FSAT MLC Atlantic/Pacific receives all CGEFS award nomination packages from field units.
- b. 17 October 2003. Commandant (G-WKW) receives all CGEFS awards from FSAT MLC Atlantic/Pacific.
- c. 21 - 23 October 2003. Commandant (G-WKW) convenes a board comprising of four members to identify finalists.
- d. 28 October 2003. Commands that did not qualify as finalists will be notified by Commandant (G-WKW).
- e. 29 October 2003. Finalists from the seven categories' CGDF will be announced by Commandant (G-WKW) in ALCOAST.
- f. November 2003 – January 2004. CGEFSETs on-site review period.
- g. 1 January 2004. Commandant (G-WKW-1) receives FS of the year nomination packages.
- h. February 2004. Commandant (G-WK) announces results of the finalist review (CGEFS award winners and seconds place) and the FS of the year and runner up.

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- i. 22 - 25 April 2004. Annual IFSEA Conference and Seminar held in Denver, CO.
- j. 24 April 2004. Joint Military Food Service Awards Ceremony held in Denver, CO.
- k. May –June 2004. Scholarship Program at an Accredited Culinary University.

**2004 COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS
(CGEFS) SELF-EVALUATION CHECK LIST
COAST GUARD DINING FACILITY (CGDF)**

UNIT NAME _____ OPFAC _____

CLASS OF DINING FACILITY _____

UNIT ADDRESS _____ PHONE # _____

FAX # _____

COMMANDING OFFICER (CO/OIC): _____

EXECUTIVE OFFICER (XO/XPO): _____

FOOD SERVICE OFFICER (FSO): _____

FOOD SERVICE PERSONNEL

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

SELF-EVALUATION WAS CONDUCTED BY: _____

The following must be included in the nomination package sent to the appropriate Food Service and Assistance and Training Team (FSAT) for your area:

1. Command Endorsement
2. Command Self Evaluation Check Sheet
3. Copy of Unit Cycle Menu
4. Copy of any Unit or CGDF Staff Awards
5. Copy of Unit Mission
6. Copy of CGDF Staff Training Schedule
7. Photo of Food Service Staff
8. Photo of the Unit

The following are additional items that may be included in the package, but are not mandatory:

1. Picture of the Galley
2. Pictures of Storage Rooms and CGDF Related Spaces
3. Pictures of Dining Area
4. Pictures of Serving Line/Salad Bar, etc.

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5. Copy of CGDF Critique Sheets
6. Copies of Letters of Appreciation to CGDF Staff.

The appropriate FSAT MLC Atlantic/Pacific team will review all nomination packages to ensure packages are complete, and then forward all packages to Commandant (G-WKW). The awards board best views photos if they are placed in a three ring binder or placed in a Power Point presentation.

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
<p>1. Are the menus updated weekly/quarterly with emphasis on the requirements of the USDA Food Guide Pyramid? Ref: Professional Cooking By Wayne Gisslen pg. 87</p>			
<p>2. Do the salad and dessert items identified by name on the menu compliment the main entrée? Ref: Professional Cooking By Wayne Gisslen Ch 6</p>			
<p>3. Do the approved CGDF menus posted reflect the actual items being served? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>4. Does the Commanding Officer sign the weekly menus? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>5. Are proper serving temperatures, food display and service followed and maintained on the serving line? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series) Ch. 2-F pages 2-23 and 2-24</p>			
<p>6. Is the Dining Facility equipment ordered with the National Sanitation Foundation seal, maintained properly and installed properly? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series) Ch. 4</p>			
<p>7. Are effective manpower and equipment planning used when drafting the menu? Ref: Professional Cooking by Wayne Gisslen Pg 83</p>			
<p>8. Does the unit utilize the Food Preparation Worksheet (NAVSUP Form 1090) or similar unit designed form? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>9. Are fish and poultry integrated throughout the menu cycle? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>10. Is a non-fried entrée or an entrée without sauce offered when a fried entrée is featured? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1(SERIES).</p>			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
<p>11. Does the unit FSO or Senior FS use the planning and organization guidelines for production of the meal to ensure quality meals? Ref: Professional Cooking by Wayne Gisslen Pg. 92-93</p>			
<p>12. Are all entrées displayed attractively? Ref: Professional Cooking By Wayne Gisslen</p>			
<p>13. Does the Food Service Officer sign the menu? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>15. Is the salad bar utilized to its maximum capacity? (Large & medium mess only). Is a tossed Garden Salad offered (small mess only)? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1(SERIES).</p>			
<p>16. Are proper utensils used on the serving line? Ref: Professional Cooking By Wayne Gisslen</p>			
<p>17. Are each of the food groups in the USDA Food Guide Pyramid offered in each day's menu? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1(SERIES).</p>			
<p>18. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>19. Does the Officer of the Day (OOD) sample meals to ensure food quality? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>20. Are appropriate food preparation thermometers for meat, oven and deep fat fryers utilized during food preparation? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series) Change 1</p>			
<p>21. Does the menu provide reduced calorie alternative to those who choose low fat alternatives? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1(SERIES).</p>			
<p>22. Does the unit have a customer comments/critique program?</p>			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
<p>23. Are the plumbing systems free of cross connections? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch. 6-C</p>			
<p>24. Are toxic items plainly labeled and segregated from food and food service equipment? Ref: Food Service Sanitation Manual, COMDTINST M6240. 4A, Ch. 7-G</p>			
<p>25. Are all electrical cords in good condition? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>26. Are all perishable foods kept outside the danger zone (four hours 41–140 degrees)? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series) Change 1</p>			
<p>27. Is the ice scoop stored in a way that protects it from contamination? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>28. Are refrigerators clean and free of mold and odors? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series) Change 1</p>			
<p>29. Are the exhaust hoods free of excess grease buildup? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch. 4-B-6</p>			
<p>30. Is the quantity of dinnerware, flatware and utensils sufficient to handle the volume of patrons and allow proper wash and drying time? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>31. Are bulk freezers equipped with emergency escape alarms? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
<p>32. Is the food preparation area kept clean and the “clean-as-you-go” procedure used during food preparation?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>33. Are all can openers clean and in good working order?</p> <p>Ref: Food Service Sanitation Manual COMDTINST M6240.A, Change 1, Professional Cooking By Wayne Gisslen</p>			
<p>34. Does the unit have an aggressive program to control insects and rodents?</p> <p>Ref: Professional Cooking By Wayne Gisslen, Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>35. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>36. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Encl. 1, #28</p>			
<p>37. Do all food service personnel wear clean white uniforms including safety shoes or unit specific organizational Food Service clothing, e.g., chef’s jacket or coat while preparing meals?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1</p>			
<p>38. Does the Command conduct daily hygiene inspections of Food Service Personnel?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch. 3-2</p>			
<p>40. Are Food Service personnel health practices clearly posted and understood?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch. 3-E</p>			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
41. Are food service safety instructions posted in the vicinity of food service equipment? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			
42. Are fire extinguishers readily accessible to all the equipment?			
43. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch. 5-A-4, 5-A-5			
44. Are all FS personnel vaccinations up to date? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch.3-1			
45. Does the health services representative inspect the Dining Facility weekly? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Ch. 11-1			
46. Is a sneeze guard present on the salad bar and serving line? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			
47. Is food waste monitored? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
48. Are proper food handling procedures followed during preparation? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			
49. Are leftovers covered and dated with expiration time? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
50. Are all china, glassware and plastic ware free of chips and cracks? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			
51. Are hand washing sinks designated and clearly marked in the Galley? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series) Ch 6-4-E.1			
52. Does the unit utilize the current meal rates and use the proper sale-of-meals and stores procedures? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
53. Does the unit utilize the Meal Sign-In Sheet (CG-4901)? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
54. Are the stock records accurate and do they show correct recording of receipts and expenditures? (Large & medium only) Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
55. Does the unit have a formal training program in place for all food service personnel, and training records maintained? Ref: Training & Qualifications Manual, COMDTINST M1510.10(series) and Coast Guard Food Service Manual COMDTINST M4061.5 (series)			
55. Is a government fraud sign posted? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
56. Are CGDF files arranged according to instructions? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
58. Have food service personnel received 6 hours of annual Sanitation Training? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			
59. Are ground fault circuit interrupters present in shore CGDF if outlet is located within 6 feet of sink? Ref: National Electrical Code, 2-10-8			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
60. Does the command show support in the food service operation by subsisting in the dining facility?			
61. Does the command provide funds or have paperwork submitted to CEU's for maintenance or replacement of major equipment in food service areas?			
62. Does the command support training and or funds to send FS personnel to local culinary schools?			
63. Has the CO designated the unit FSO in writing? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
64. Does the attitude of FS personnel indicate pride in their work?			
65. Are food items stowed to ensure first-in-first-out rotation? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
66. Is security of the spaces adequate to prevent pilferage? Are keys accounted for at all times? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
67. Do all FS personnel have a thorough understanding of assigned tasks; do they carry them out to the best of their ability? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			
68. Are storage spaces clean and neat? Ref: Food Service Sanitation Manual, COMDTINST M6240.4 (series), Change 1			
69. Has the unit prepared written guidance for following items: a. Duties and Responsibilities of FS Personnel; b. Operation of the Equipment c. Safety Rules d. Sanitary Regulations e. Food Service Training Program f. Breakout Procedures g. Temperature Log Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)			

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2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
<p>70. Is the number of mess attendants assigned sufficient to meet the needs of the CGDF?</p> <p>Ref: Staffing Standards Manual, 2-B-10</p>			
<p>71. Are Procurement Requests (DOT F 4200.1.2.CG) completed for individual invoices when using optional form 347 or SF-44's?</p> <p>Ref: Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p>			
<p>72. If available, are Government sources utilized to the maximum extent practical?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>73. Are call record sheets completed for optional form 347 and Impac Cards?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>74. Is the cash log maintained to reflect all transactions?</p> <p>Ref: Coast Guard Food Service Manual COMDTINST M4061.5 (series)</p>			
<p>75. Is competition established on the open market?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>76. When issuing flight meals, does the unit claim a whole ration for each flight meal provided?</p>			
<p>77. Are requests for flight meals, special meals and box lunches documented on the Flight or Special Meal Request form (CG-4218) or a unit specific request form?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.</p>			
<p>78. Does the daily Ration Memorandum (CG-3123) signed by the XO/XPO or administrative officer support the monthly summary Ration Memorandum?</p> <p>Ref; Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>79. Are funds from sales of stores and meals collected within (5) working days?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series),</p>			

Enclosure (2) to COMDTNOTE 1650

2004 CGEFS SELF-EVALUATION CHECKLIST	YES	NO	NA
<p>80. Is the ending balance Provision Inventory Control Record (CG-3469) within 5% of the actual inventory from line (8) of the (CG-2576)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>81. Is the annual audit and verification taken within the last 12 months?</p> <p>Ref: Coast Guard Food Service Manual COMDTINST M4061.5 (series)</p>			
<p>82. Are funds remitted to the bank identified in a letter of transmittal?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p>			
<p>83. Are the Provision Inventory Reports (CG-4261's) completed and signed in the appropriate block(s)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>84. Are inventory purchases accurately listed on the Daily Ration Cost Record (CG-3471)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>85. If the unit utilizes an optional control procedure, does it maintain a current pricing record?</p> <p>If not, are prices clearly marked on items?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>86. Are the Provision Ledger (CG-4246) and/or the Stock Record Cards (NAVSUP Form 766) utilized and posted daily?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			
<p>87. Is the Provision Inventory Control Record (CG-3469) maintained daily or inventory purchases accurately listed on the Daily Ration Cost Record (CG-3471)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p>			

**2004 COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS
(CGEFS) SELF-EVALUATION CHECKLIST**

COAST GUARD CONTRACT DINING FACILITY

UNIT NAME _____ OPFAC _____

NAME OF CONTRACTING COMPANY _____

UNIT ADDRESS _____ PHONE # _____

FAX # _____

COMMANDING OFFICER (CO/OIC): _____

EXECUTIVE OFFICER (XO/XPO):

FOOD SERVICE MANAGER: _____

Contracting Officers Technical Representative (COTR): _____

FOOD SERVICE PERSONNEL

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

SELF-EVALUATION WAS CONDUCTED BY: _____

The following must be included in the nomination package sent to the appropriate Food Service and Assistance and Training Team (FSAT) for your area:

1. Command Endorsement
2. Command Self Evaluation Check Sheet
3. Copy of Unit Cycle Menu
4. Copy of any Unit or CGDF Staff Awards
5. Copy of Unit Mission
6. Copy of CGDF Staff Training Schedule
7. Photo of Food Service Staff
8. Photo of the Unit

Enclosure (3) to COMDTNOTE 1650

The following are additional items that may be included in the package, but are not mandatory:

1. Picture of the Galley
2. Pictures of Storage Rooms and CGDF Related Spaces
3. Pictures of Dining Area
4. Pictures of Serving Line/Salad Bar, etc.
5. Copy of CGDF Critique Sheets.
6. Copies of Letters of Appreciation to CGDF Staff.

The appropriate FSAT MLC Atlantic/Pacific team will review all nomination packages to ensure packages are complete, and then forward all packages to G-WKW. The awards board best views photos if they are placed in a three ring binder or placed in a Power Point presentation.

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>OPERATIONS MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>1. Does COTR have copy of “Appointment Letter” specifying duties from the Contracting Officer? Ref: (a) Unit’s Contract (b) TAM 1242.70</p>			
<p>2. Has COTR completed initial training/refresher requirements for filling a COTR Position? (Federal Acquisition Institute or “The COTR”, a CD-ROM) Ref: (a) TAM 1242.70 (b) CGAP Chapter 1242.7002, Appendix</p>			
<p>3. Does COTR have contract files set-up in accordance with appointment letter? Ref: Appointment Letter from Contracting Officer</p>			
<p>4. Is COTR reviewing and submitting monthly invoices in accordance with appointment letter? Ref: Appointment Letter from Contracting Officer</p>			
<p>5. Are the menus designed using nutritional guidelines? (USDA Food Guide Pyramid, FDA’s Daily Values (DVs), World Health Organization (WHO), American Heart Association (ADA), etc.). Ref: (a) The Professional Chef 7th Edition by the Culinary Institute of America (CIA) (b) Cooking Essentials for the New Professional Chef –(CIA) (c) The Professional Chef’s- Techniques of healthy cooking 2nd Edition by the Culinary Institute of America</p>			
<p>6. Is the Contractor providing the nutritional requirements in accordance with the Performance Work Statement (PWS)? Ref: (a) PWS</p>			
<p>7. Do menus provide nutritional information for customers to review? (i.e. fats, calories, portion sizes, etc.) Ref: (a) PWS (b) The Professional Chef’s Techniques of healthy cooking 2nd Edition by the Culinary Institute of America</p>			

Enclosure (3) to COMDTNOTE 1650

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>OPERATIONS MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>8. Are fish and poultry integrated throughout the menu cycle? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>9. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: (a) Coast Guard Food Service Manual, COMDTINST M4061.5 (b) Professional Cooking 5th Edition by Wayne Gisslen</p>			
<p>10. Are hot vegetables provided without added fat or butter? Ref: (a) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (b) The Professional Chef's – Techniques of HealthyCooking, Second Edition by The Culinary Institute of America</p>			
<p>11. Are all entrées displayed attractively? Ref: Professional Cooking 5th Edition by Wayne Gisslen</p>			
<p>12. Is the salad bar utilized to its maximum capacity? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1</p>			
<p>13. Does the Contractor promote the nutritional “Five-a-Day” program? Ref: (a) National Cancer Institute (b) U.S. Department of Health & Human Services (c) National Center for Chronic Disease and Health Promotion (CDC)</p>			
<p>14. Does the Contractor conduct Public/Private Partnership Programs to promote healthy eating? (i.e. poster, brochures, etc.) Ref: (a) National Cancer Institute (b) U.S. Department of Health & Human Services (c) National Center for Chronic Disease and Health Promotion (CDC)</p>			
<p>15. Does the Contractor have a customer comment/critique program? Ref: (a) PWS (b) Presenting Service: The Ultimate Guide to the Foodservice Professional by Lendal H. Kotschevar and Valention Luciani</p>			

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>OPERATIONS MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>16. Does the approved menu reflect the actual items being served? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>17. Is the Contractor meeting all “Purchasing Specifications” in accordance with the Performance Work Statement? (i.e. product, size, packaging and quality or grade) Ref: PWS</p>			
<p>18. Does the Contractor’s receiving clerk verify that the quantity, quality, and price of items are consistent with orders placed? Ref: (a) Quantity Food Production, Planning and Management, 2nd Edition by John B. Knight and Lendal H. Kotschevar (b) Selection and Procurement for the Hospitality Industry, 4th Edition by John Stefanelli</p>			
<p>19. Is the Contractor using the first in, first out (FIFO) stock rotation method? Ref: ServSafe Coursebook 2nd Edition by the National Restaurant Association</p>			
<p>20. Does the Contractor have a master-cleaning schedule that details what will be cleaned, when, how and by whom? Ref: (a) Design and Layout of Foodservice Facilities by John C. Birchfield (b) Quantity Food Production, Planning and Management, 2nd Edition by John B. Knight and Lendal H. Kotschevar</p>			
<p>21. Does foodservice equipment bear either a NSF International or Underwriters Laboratories logo? Equipment should have one of the following: (1) (NSF) International mark (2) (UL) Sanitation Classification Mark Ref: (a) ServSafe Coursebook 2nd Edition by the National Restaurant Association (b) Design and Layout of Foodservice Facilities by John C. Birchfield (c) Quantity Food Production, Planning and Management, 2nd Edition by John B. Knight and Lendal H. Kotschevar</p>			

Enclosure (3) to COMDTNOTE 1650

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>OPERATIONS MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>22. Is <u>“mise en place”</u> being utilized in the production and preparation before performing all tasks?</p> <p>Ref: (a) Professional Cooking 5th Edition by Wayne Gisslen</p> <p>(b) The Professional Chef 7th Edition by the Culinary Institute of America</p>			

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>RISK MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>1. Does the Contractor meet all the components regarding the Hazard Communication Standard Program (HCS), also known as “Right-to-Know”?</p> <p>A written policy stating the establishment’s intention to comply with OSHA requirements.</p> <p>An up-to-date, written list of every chemical product stored and used at the establishment, including product name and its location in the establishment.</p> <p>A Material Safety Data Sheet (MSDS) for each chemical on the inventory list.</p> <p>Easy-to-read labels on each chemical container.</p> <p>A written copy of the establishment’s training program for employees.</p> <p>Ref: (a) OSHA Requirement</p> <p align="center">(b) Workplace Safety Program- five titles by the Educational Foundation of the National Restaurant Association</p>			
<p>2. Does the Contractor have an active MSDS Inventory System in place?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p align="center">(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>3. Does the Contractor hold weekly, monthly, or quarterly meeting to emphasize “safety issues” and resolve specific problems?</p> <p align="center">(Must be documented)</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p align="center">(b) Workplace Safety Program- five titles by the Educational Foundation of the National Restaurant Association</p>			
<p>4. Does the Contractor have a “Crisis Management Team” to deal with possible foodservice liabilities?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p align="center">(b) Workplace Safety Program- five titles by the Educational Foundation of the National Restaurant Association</p>			

Enclosure (3) to COMDTNOTE 1650

<p align="center">2004 CGEFS-CONTRACTED FACILITY</p> <p align="center">SELF-EVALUATION CHECKLIST</p> <p align="center"><u>RISK MANAGEMENT</u></p>	YES	NO	NA
<p>5. Are all perishable foods kept outside the danger zone (41-140 degrees, four hours)?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>6. Are refrigerators clean and free of mold and odors?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>7. Are raw meats, poultry, and fish stored (refrigerator) in vertical order based on the minimum internal cooking temperature?</p> <p>(Foods with the highest internal cooking temperature should be placed at the lowest shelves of the refrigerator)</p> <p>Ref: Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>8. Is food stored six inches above the floor or deck?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>9. Are <u>“Dry storage”</u> items stored at least six inches off the floor and <u>away from the walls?</u></p> <p>Ref: Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>10. Are bulk freezers equipped with emergency escape alarms?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4 Change 1</p>			
<p>11. Is the ice scoop stored in a way that protects it from contamination?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4 Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition (NRA)</p>			

<p align="center">2004 CGEFS-CONTRACTED FACILITY</p> <p align="center">SELF-EVALUATION CHECKLIST</p> <p align="center"><u>RISK MANAGEMENT</u></p>	YES	NO	NA
<p>12. Are non-food items stored separately from food items?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p>			
<p>13. Does the unit have an aggressive “<u>Integrated Pest Management</u>” program to control insects and rodents?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>14. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p>			
<p>15. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p>			
<p>16. Are <u>hand-washing signs</u> posted in the vicinity of food service areas?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>17. Does food service personnel wear the proper work attire?</p> <p>(hair restraints, clean clothing, removal of jewelry, etc.)</p> <p>Ref: (a) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>18. Are food service safety instructions posted in the vicinity of food service equipment?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p>			
<p>19. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p>			

Enclosure (3) to COMDTNOTE 1650

<p align="center">2004 CGEFS-CONTRACTED FACILITY</p> <p align="center">SELF-EVALUATION CHECKLIST</p> <p align="center"><u>RISK MANAGEMENT</u></p>	YES	NO	NA
<p>20. Are proper thawing procedures used?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>21. Does a representative from <u>“Health Services”</u> inspect the Dining Facility weekly?</p> <p>Ref: Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p>			
<p>22. Are proper food handling procedures followed during preparation?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>23. Are leftovers covered and dated with expiration time?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>24. Is a sneeze guard present on the salad bar and serving line?</p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>25. Are water temperatures within correct range when utilizing the <u>“Three-Compartment Sink method?”</u></p> <p>Ref: (a) Food Service Sanitation Manual, COMDTINST M6240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>HUMAN RESOURCES MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>1. Does Contractor have an “<u>Employee Orientation and Training</u>” program in place? (Must provide documentation)</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry By Mary L. Tanke, FMP (b) Supervision in the Hospitality Industry, 3rd edition by Jack E. Miller, FMP, Mary Porter, and Karen Eich Drummond, FMP.</p>			
<p>2. Does Management motivate employee to become self-assured and independent in their jobs?</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry By Mary L. Tanke, FMP (b) Supervision in the Hospitality Industry, 3rd edition by Jack E. Miller, FMP, Mary Porter, and Karen Eich Drummond, FMP.</p>			
<p>3. Is Contractor performing effectively in “<u>Scheduling Employees</u>”? (Does operation seem to have enough personnel to keep up with demand?)</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry By Mary L. Tanke, FMP (b) Supervision in the Hospitality Industry, 3rd edition by Jack E. Miller, FMP, Mary Porter, and Karen Eich Drummond, FMP.</p>			

Enclosure (3) to COMDTNOTE 1650

<p align="center">2004 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>MARKETING MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>1. Does Contractor aim to discover consumers' wants and needs and satisfy them?</p> <p>Ref: (a) Hospitality and Travel Marketing, 2nd edition by Alastair M. Morrison</p> <p>(b) Hospitality Marketing Management, 2nd edition by Robert D. Reid</p>			
<p>2. Do menus reflect an atmosphere and "feel" of the operation?</p> <p>Ref: (a) Hospitality and Travel Marketing, 2nd edition by Alastair M. Morrison</p> <p>(b) Hospitality Marketing Management, 2nd edition by Robert D. Reid</p>			
<p>3. Are foodservice market trends being observed and incorporated into menus?</p> <p>Ref: (a) Hospitality and Travel Marketing, 2nd edition by Alastair M. Morrison</p> <p>(b) Hospitality Marketing Management, 2nd edition by Robert D. Reid</p>			
<p>4. Are serving lines and pantry areas well <u>"Merchandised"</u>? (i.e. promotions, tent cards, signs, posters, displays etc.)</p>			