

Response to Operations Questionnaire

Senior Center Name	Sample County Senior Adult Center
Name	Lucille Luck
What is the maximum seating capacity of your congregate meal site?	50
What is your average daily attendance?	25
What hours does the center operate?	9 a.m. to 4 p.m.
What are your meal service hours?	12 to 12:30
Does your organization operate the facility or just the nutrition program?	Facility
Is this a stand-alone senior center?	Yes
What other services/activities are in the building?	Home Delivered Meals and Senior Center activities
Gardening	
Does your senior center have an on-site garden?	Yes
Do the seniors participate in gardening activities?	Yes
What does the senior center do with the food that is grown in the garden?	offered to the community
Meal Preparation	
Where are the meals prepared?	Off site
If your meals are prepared offsite, where are they prepared?	Caterer's kitchen
Do you use a caterer to prepare the meals?	Yes
Who is the caterer?	Catering by Mac
When does the present contract with your caterer expire?	10/31/18
What does your caterer charge per meal?	\$3.25
If anything is included in the cost per meal, other than food and transporting it to the center, indicate what is included and how much it adds to the cost per meal.	Disposable plates, cups, cutlery, tea, approximately \$0.15 per meal
Menus	
Is there a dietitian on staff or under contract?	Contract with our organization
Who plans the menu (please include contact information and title)?	Ken Jones, Registered Dietitian, 555-444-1234
What is the menu approval process?	Menu prepared by Registered Dietitian on contract with input and collaboration with participants of the senior program during quarterly meetings
Is there a menu cycle?	Yes
How many weeks are in the menu cycle?	4
How often do the menu cycles change?	Every 3 months (4 times per year)
What is the process for making menu changes/substitutions (including deadline for changes)?	Menu substitutions are only made when vendor must make them. Vendor provides meals for 14 centers in the AAA, therefore individual Sr. Center Managers cannot make substitutions. Center managers can call for changes such as cancelling hot meals and substituting sack lunches. These changes must be made at least 48 hours in advance