**PSFA FIELDWORKER VISIT FORM**

1. **SCHOOL AND VISIT DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A1 | Name of school |  |  |  | |  | | | | | | |  |
| A2 | Address of school |  |  |  |  | | | | |  | | | |
| A3 | School number |  |  | A4 | Quintile | | | | |  | | | |
| A5 | Date of visit |  |  | A6 | Date of last visit | | | | |  | | | |
| A7 | Visit NR |  |  | A8 | Time of visit | | | | |  | | | |
| A9 | Fieldworker name |  |  | A10 | Person interviewed | | VOL | TCH | | | CRD | | PRN |
| A11 | School coordinator name |  |  |  |  | | | | N-TCH | | | NONE | |
| A12 | Principal name |  |  |  |  | | | | | | | |  |

1. **PROGRAMME DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| B1 | Total number of NSNP learners |  |  | B2 | Total number fed by PSFA |  |
| B3 | Total number fed |  |  | B4 | NR volunteers preparing |  |
| B5 | Feeding days until end of month |  |  | B6 | Date of last delivery |  |
| B7 | Cooking or non-cooking school | C N |  |  |  |  |

1. **HANDLING OF STOCK**

|  |  |  |  |
| --- | --- | --- | --- |
| C1 | Does the school have adequate facilities for food storage? | Yes | No |
| C2 | Is the storeroom where food products are stored well organised? | Yes | No |
| C3 | Is any food in the storage area kept on the floor? | Yes | No |
| C4 | Is the room containing stock well secured? | Yes | No |
| C5 | Are all the dry goods in good condition? | Yes | No |
| C6 | Are all canned goods in good condition? | Yes | No |
| C7 | Is all the vegetable oil in good condition? | Yes | No |
| C8 | Do the fresh fruits and/or vegetables appear fresh? | Yes | No |
| C9 | Does it appear that the stock has been rotated? | Yes | No |
| C10 | Has the school ever run out of gas since the last visit? | Yes | No |
| C11 | Has the school ever run out of an ingredient since the last visit? | Yes | No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provide information on the stock held for each item | | | | | | |
| Item | Stock held | Days to last |  | Item | Stock held | Days to last |
| C12 | Pilchards |  |  | C23 | Butternut |  |  |
| C13 | Rice |  |  | C24 | Jam |  |  |
| C14 | Curry Soya Mince |  |  | C25 | Peanut butter |  |  |
| C15 | Savoury Soya Mince |  |  | C26 | Baked beans |  |  |
| C16 | Samp |  |  | C27 | Apples |  |  |
| C17 | Sugar beans |  |  | C28 | Oranges |  |  |
| C18 | Brown lentils |  |  | C29 | Carrots |  |  |
| C19 | Breyani spice |  |  | C30 | Cabbage |  |  |
| C20 | Oil |  |  | C31 | Maize meal |  |  |
| C21 | Salt |  |  | C32 | Other |  |  |
| C22 | Sugar |  |  | C33 | Other |  |  |

1. **DELIVERY OF SCHOOL MEAL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| D1 | Check the menu for the day. Was this the meal that was served today? | | | | Yes | No |
| D2 | If not, which ingredients were missing? | |  | | | |
| D3 | Were any ingredients brought by the volunteers or the school? | | | | Yes | No |
| D4 | Are the preparation instructions followed by the volunteers? | | | | Yes | No |
| D5 | Are all the correct serving and eating utensils used? | | | | Yes | No |
| D6 | Is there any leftover waste visible following the meal? | | | | Yes | No |
| D7 | Between what times was the meal served today? | From | | To | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D8-D13 | Check all items cooked today and quantities served | | |  |  |  |  |
| Item | Unit | How many? |  | Item | Unit | How many? |
|  | * Pilchards | 1.88 kg tin |  |  | * Butternut | 5 kg box |  |
|  | * Rice | 10 kg bags |  |  | * Fruits | 10 kg bag |  |
|  | * Curry Mince | 10 kg bag/box |  |  | * Peanut butter | 5 kg bucket |  |
|  | * Savoury Mince | 10 kg bag/box |  |  | * Jam | 3.75 kg tin |  |
|  | * Samp | 10 kg bag |  |  | * Baked beans | 3 kg tin |  |
|  | * Sugar beans | 5 kg bags |  |  | * Jungle oats | 1 kg box |  |
|  | * Brown lentils | 500g packet |  |  | * Salt | 1 kg bag |  |
|  | * Breyani spice | 1 kg bag |  |  | * Oil | 4 L bottle |  |
|  | * Cabbage | 3 kg head |  |  | * Sugar | 10 kg bags |  |
|  | * Carrots | 5 kg bag |  |  | * Other |  |  |

1. **SAFETY AND HYGIENE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| E1 | Where does the cooking take place in this school? |  | | |
| E2 | Is the room used for preparation connected to running water? | | Yes | No |
| E3 | Is the surface where food is prepared clean and hygienic? | | Yes | No |
| E4 | Is the floor in the preparation room clear of garbage or dirt? | | Yes | No |
| E5 | Is there sufficient cleaning material available? | | Yes | No |
| E6 | Do volunteers bring any cleaning materials from home? | | Yes | No |
| E7 | Is there soap for hand washing in the room used for preparation? | | Yes | No |
| E8 | Is there a serviced fire extinguisher available in the preparation area? | | Yes | No |
| E9 | Are the gas cylinders stored in a place that poses no risk to staff or students? | | Yes | No |
| E10 | Do all volunteers have their hair covered? | | Yes | No |
| E11 | Do all of the volunteers demonstrate proper personal hygiene? | | Yes | No |
| E12 | Is all kitchen equipment used during preparation clean? | | Yes | No |
| E13 | Is all equipment used by learners clean? | | Yes | No |

1. **VOLUNTEER COMMITMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| F1 | Are any volunteers from the roster absent today? | Yes | No |
| F2 | If yes, how many are missing? |  |  |
| F3 | Is stock control being monitored by volunteers? | Yes | No |
| F4 | Is volunteer honorarium book updated for last month? | Yes | No |
| F5 | Are there posters or materials about the feeding practices on hand? | Yes | No |
| F6 | Are all servers participating in the activities observed during the visit? | Yes | No |
| F7 | Ask volunteer: have any problems been reported to the school coordinator in the last 30 days? | Yes | No |
| F8 | Ask coordinator: have any problems been reported to the school coordinator in the last 30 days? | Yes | No |
| F9 | Is there a PSFA score card posted on the wall in the preparation area? | Yes | No |

1. **RATINGS OF SERVICE**

|  |  |  |
| --- | --- | --- |
|  |  | Rating (1=low; 7=high) |
| G1 | Rate the overall motivation of the school feeding volunteers | 1 2 3 4 5 6 7 |
| G2 | Rate the level of involvement demonstrated by school coordinator | 1 2 3 4 5 6 7 |
| G3 | Rate the level of involvement demonstrated by the principal | 1 2 3 4 5 6 7 |
| G4 | Rate the overall level of interaction between students and volunteers | 1 2 3 4 5 6 7 |

1. **PROBLEMS AND FEEDBACK**

|  |  |  |
| --- | --- | --- |
| H1 | Problems encountered by fieldworker | * Theft of food and/or supplies * Poor storage practices * Cooking equipment supply * Cooking equipment maintenance * Poor communication with leadership * Timing of meal * Non adherence to menu * Insufficient cleaning materials * Poor hygiene and cleaning practices * Wastage of food * Late payment to volunteers * Volunteer tardiness and absenteeism * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| H2 | Follow up activities required |  |

1. **COMMENTS**

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| --- | --- | --- | --- |
| Name of school |  | School number |  |

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