



**ROUNDUP  
Project Guidelines**



Campus Dining takes food safety and sanitation very seriously. We work closely with county health officials and are continually trained in the latest principles and regulations of food safety. Our facilities are inspected regularly to ensure compliance.

We serve large numbers of students in each of our facilities and we take every precaution necessary to ensure your health and safety.

All Vanderbilt Campus Dining Management are required to receive certification by the National Restaurant Association Educational Foundation ServSafe program.

We have a management position established to provide sole focus on food safety issues to assist management. Check out our recent health inspection scores online.

**Here's where you come in!**

**You are part of our food safety training team.**



## Round-up Guidelines

- Objectives: Provide brief in-service to Dining kitchen staff.
- Use language appropriate for target audience
  - Use props and visual aids to demonstrate/visualize topic
  - Make in-service interactive

You will develop a 15 minute presentation for the Rand & Commons kitchen staff using topic assigned.

### Step 1

- A. **The first thing you need to develop is your single, overriding objective.**  
Your objective statement should answer the following questions, "What will the staff be able to DO after participating in our Round Up? Do is an action verb so use action verbs to describe what you hope the students will be able to do. Do **NOT** use words like, "understand, know, learn." You can use words like "state, identify, choose, name, describe, select, recognize, repeat, recall, tell, or list."
- B. Together, develop rough draft of presentation on assigned topic.
- C. Present ideas to Chef's Monday – the 1<sup>st</sup> day of your rotation; get their feedback  
Double check date and time of food staff presentation with Chef on 1st Monday of rotation.
- D. Present ideas to Dianne D during orientation meeting
- E. Determine sources for props and discuss ideas with Chef during meeting or by email later.  
**Try to avoid using handouts as they are tossed away.**
- F. **Brainstorm for a give away idea to reward staff for participation.**

### Step 2

- A. Revise draft per discussions with preceptor and Chefs.
- B. E-mail written draft with revisions to preceptor by Tues PM of week 1 of rotation.
- C. Send detailed list of supplies need for Round Up to preceptor for approval by Thur AM of week 1. If something requires ordering, you may need to send list earlier to allow time to order.
- D. Decide how to divide presentation so both interns are involved.
- E. After receiving preceptor approval, send supply needs to Chefs by Thurs afternoon of week 1

### Step 3 On day of Round Up

- A. Gather needed props, visual aids, etc.
- B. Arrive 15-30 min early in unit.
- C. Present Chef with evaluation sheet for grading. (each intern)
- D. Conduct presentation at assigned date and time (Tues & Thurs).

### Include in your folder:

- All copies of drafts and final version.
- Title and label each copy as "draft", "version #", or "final".
- Include your name and date on each copy.