

PRIVATE SCHOOLS / PLANNING CHECKLIST

Private School Dining: Foodservice Planning Checklist

A private-school dining brief should identify who is served, when service is needed, what facilities exist, and who owns each operating responsibility. Separate day students, boarding students, faculty, athletics, and special events where the needs differ.

01 Count meals against the calendar.

Describe age or enrollment groups, meal periods, school days, boarding schedules, closures, and events. Enrollment alone is not a forecast of meals. Label estimated participation and the records or assumptions behind it.

02 Define the experience and its owners.

- Who reviews menus and defines dietary and allergy procedures?
- Who communicates service information to families and staff?
- Which ordering, meal-account, and payment systems are needed?
- Who supervises service areas and manages feedback?
- Who owns staffing, equipment, cleaning, and maintenance?

The responsible school teams should review safety, dietary, and student-related requirements. Do not include identifiable student information in a preliminary project brief.

03 Describe what exists today.

Record kitchen capacity, equipment condition, storage, delivery access, and available service areas. Explain any planned facilities work and who can approve it. Ask each provider which prerequisites its proposal assumes.

04 Make pricing comparable.

Request a clear service calendar, the same meal-volume assumptions, the proposed commercial model, and a complete list of inclusions and exclusions. Separate recurring service from opening costs, equipment investment, and events.

05 Plan the implementation.

Identify the decision date, intended start, operational review owners, and communication needs. Ask for evidence that staffing, systems, menus, and facilities will be ready before service begins.

Put your next decision in focus.

Request a free project review at diningscope.com/contact/