

Your workplace dining decision pack.

A blank working document for your team. Write in the missing details, compare service options and assign the open questions.

01 Your operating brief

Planning detail	Your working scope
Location / next decision	
Food priority	
Meal periods / timing	
Kitchen / funding	
What needs to improve	
Weekday attendance	
Participation assumption	
Weekly meal scenario	

Attendance counts daily visits, not unique employees. Enter 0 for a closed weekday. A multi-meal or weekend program needs a separate forecast for each period; no monthly volume is inferred.

02 Three service models to explore

Compare the work behind the model. These are planning options, not a provider match, feasibility finding or cost ranking.

Service model	What to establish
On-site preparation	Where food is prepared; equipment, storage and utilities; staffing and relief; menu execution; cleaning and maintenance.
Delivered meal service	Production location; delivery windows; holding and serving setup; staff presence; packaging; ordering cutoff and a missed-delivery fallback.
Mixed program	Which days or meal periods use each approach; who owns handoffs; consistent dietary information; how demand, fees and service are reconciled.

03 Your next questions

- Confirm attendance for each weekday. Headcount alone does not describe the dining day.
- Test likely participation with employee feedback or a pilot; do not assume everyone will buy a meal.
- Have facilities confirm kitchen, utilities, storage and serving constraints.
- Request an itemized scope and cost schedule. Unpriced responsibilities remain open.
- Agree how the employer and diners would fund the program before comparing prices.

Fresh-food quality is a question for every model. Ask for evidence of preparation methods, transport or holding, menu execution and the team delivering the food.

04 Make the funding explainable

Optional, user-entered amounts for the same operating month. Leave unknowns blank. Enter zero only when confirmed; costs included in another line must not be counted twice.

Monthly cost or credit	Your entry
Food and beverages	To confirm
Labor, management and relief	To confirm
Provider fee	To confirm
Other recurring costs	To confirm
Sales retained by the organization	To confirm

Net monthly funding: incomplete. Confirm every recurring cost and retained-sales line.

One-time costs, separate from monthly funding: To confirm

05 Resolve who pays and who does the work

- Mark every line: included, charged separately, retained by us, or unresolved. Record the proposal page and owner.
- Check equipment, supplies, utilities, cleaning, waste, payment systems, taxes and any minimum commitments.
- Confirm who retains diner sales and how subsidies or meal contributions are already reflected.

This is an arithmetic scenario, not a market estimate, provider quote, verified saving or commitment. Actual scope and pricing require a provider proposal.

06 Put evidence behind "fresh food"

- Request a sample menu cycle and ask which items are prepared from ingredients, finished on site, or purchased ready to serve.
- Ask who cooks each shift, how absences are covered and which preparation steps happen at your location.
- Review dietary and allergen communication, substitutions and escalation with your responsible team.
- Ask to observe a comparable service and discuss menu execution, holding, variety and guest feedback.
- Request a written scope, exclusions, comparable references and a launch or handover plan.

07 Give your next meeting a clear outcome

Agree the service periods, the evidence to gather and who owns each open question. Use the same scope when talking with prospective providers.

Open action	Owner / due date
Confirm attendance and demand	_____
Confirm facilities and responsibilities	_____
Obtain comparable scope and pricing	_____

Ready to discuss a dining program for your location? Bring this brief to DiningScope. Review your request before sending; no provider is selected or contacted automatically.

Put your next decision in focus.

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