



# GRAB AND GO BREAKFAST



## Standard Operating Procedures

Serving Grab and Go breakfast in high-traffic areas – such as student drop-off or main hallways – increases accessibility to students, reduces serving time and often results in increased breakfast participation. This means more students start their day nourished and prepared to learn, and increased revenue for school nutrition departments.

Creating a strategy for Grab and Go Breakfast (also known as Second Chance Breakfast) helps ensure a smooth transition from traditional cafeteria breakfast and fosters a sustainable program. To assist with implementation, please refer to this comprehensive list of Standard Operating Procedures.

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## Roles and Responsibilities:

A successful Grab and Go Program involves multiple stakeholders, all playing different but equally important roles, outlined below.

### School Nutrition Director:

The school nutrition director is typically the key player in getting a Grab and Go Breakfast Program started. Typically, a school nutrition director will present the concept to district administration and principals and obtain critical buy-in. They are also responsible for training the rest of their school nutrition staff, teachers and janitorial staff on new policies/procedures. Additional responsibilities include equipment purchasing, food and equipment storage, and completion of grant applications.

### Superintendent:

Superintendents can be powerful partners in school nutrition initiatives, including Grab and Go Breakfast. When implementing district-wide breakfast expansion programs, a superintendent should be involved in the early discussions. Their buy-in is valuable when presenting the concept to individual school principals and critical to ensuring streamlined, district-wide implementation.

### Principals:

A principal's support of Grab and Go Breakfast is crucial to the longevity and success of the program in their school. They can help obtain buy-in from teachers and janitorial staff and help promote Grab and Go with students and parents.

### Teachers:

Widespread teacher support of Grab and Go Breakfast helps ensure each classroom follows the plan. Teachers should be provided with training on the benefits and procedures of grab-and-go service, especially if students will be allowed to bring grab-and-go items into their classrooms.

### Custodians:

Custodians play one of the most important roles in any food service model. Initial buy-in should be obtained from the district's lead custodian and campus' lead custodian to ensure appropriate staff coverage is available. They can also provide

valuable input when designing the program procedures, such as trash pickup locations and times and what, if any, additional custodial supplies are needed.

### School Nutrition Supervisors:

School nutrition supervisors can help deliver teacher and staff trainings and help create promotion plans for students and parents. During the initial rollout, they can play an important role in monitoring campus-wide/district-wide food prep, cart placement and service, teacher/student reception and cleanup.

### Menu Planner:

Grab and Go Breakfast cycle menus should be carefully thought out to capitalize on the model's strengths and decrease potential accidents. For example, menu planners should consider choosing foods less likely to cause spillage and foods that travel well in a mobile breakfast cart.

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## Roles and Responsibilities (continued):

### School Nutrition Managers:

School nutrition managers will oversee food prep of grab-and-go items as well as initial distribution in mobile carts. They will also be responsible for entering all information into POS systems.

### Students:

Involve students at an early stage to get them excited about the new service model. Set expectations

regarding where they will be allowed to eat the grab-and-go items and dispose of their trash. This will help limit additional work from the custodial staff.

### Parents:

Parents should receive educational resources on any new food service model, especially Grab and Go Breakfast. They can also support by ensuring children arrive at school on time.

### Additional Resources:

[School Breakfast Program \(SBP\) Fact Sheet | USDA-FNS](#)

[School Breakfast | Center for Best Practices \(nokidhungry.org\)](#)

[School Breakfast Toolkit](#)

[Implementing Breakfast After the Bell](#)

[Breakfast Expansion – A Comparison of Models](#)

## Implementation and Logistics:

### Rollout Timeline:

#### *3-6 Months Prior to Rollout*

### School Nutrition Staff:

- Solicit buy-in from superintendent, principals, custodians and campuses.
- Visit local districts successfully implementing Grab and Go to observe best practices and ask child nutrition director for training materials.
- Apply for partner or community funding opportunities as needed.
- Develop a task force of school stakeholders to discuss the model change and provide feedback/input.
  - Include the principal, teachers, custodians, school nutrition staff and student representatives
  - Discuss food pickup schedule, trash disposal areas and insulated bag storage areas
- Determine what additional equipment will be needed and initiate purchase.
- Confirm rollout timeline with principal.

- Do a walk-through of facilities to determine best location(s) for a Grab and Go Breakfast cart and any additional storage locations needed to increase efficiency.
- Determine point of sale / counting and claiming method.
- Determine training resources needed and coordinate Grab and Go Breakfast training schedule leading up to launch date.

### District Administration / Principals:

- Agree to Grab and Go Breakfast implementation, support district/campus transition to new model.
- Accompany school nutrition director on visits to local districts successfully implementing Grab and Go to observe best practices.
- Approve equipment purchases, if necessary.
- Inform office staff of rollout progress, including training schedules, and supply them with all necessary breakfast expansion information to field questions from staff, parents and students.

### Custodians:

- Provide buy-in to Grab and Go Breakfast model.
- Begin to determine new food pickup schedule, trash disposal areas, etc.
- Consider staff/labor schedules and responsibilities.

### Teachers/Staff:

- School Nutrition may select a few teachers to attend visits to local districts successfully implementing Grab and Go Breakfast to observe best practices. This helps with teacher/staff buy-in.

#### *2-3 Months Prior to Rollout*

### School Nutrition Staff:

- Develop and execute a marketing campaign to educate students/staff/parents on Grab and Go Breakfast.  
Consider using:
  - School announcements
  - Direct mail
  - Email
  - School/district website
  - School/district social media

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## Implementation and Logistics (continued):

- Determine cycle menus, considering items that are classroom friendly.
- Finalize what claiming method will be used and whether Point of Sale (POS) systems used on mobile carts will need access to electrical outlets.
- Coordinate with custodians to finalize a plan for trash/recycle/compost. Confirm if any additional trash equipment/containers are needed and order any additional equipment.
- Develop a plan for late students to obtain breakfast.
- Order any additional Grab and Go supplies (e.g., trash bags, disinfectant wipes, etc.) that carts or classrooms will need.
- Conduct teacher and staff trainings.

### **District Administration / Principals:**

- Support parent education efforts. For instance, a letter to parents providing all essential information about the program and include opt-out information.
- Support staff and teacher trainings.
- Coordinate with School Nutrition on rollout process.

### **Teachers/Staff:**

- Attend Grab and Go Breakfast trainings. Teachers who attended site visits earlier in the year should share their experience during the training.

### **Custodians:**

- Designate areas in school for trash containers and pickup.
- Determine trash pickup times.

### **Throughout Rollout**

### **School Nutrition Staff:**

- Continue marketing efforts: consider running a contest to promote the new service method.
- Observe each campus during first month of rollout.
- Make immediate adjustments to the program as needed to troubleshoot issues.
- Solicit feedback from campus stakeholders to identify areas for improvement.

### **District Administrators / Principals:**

- Support School Nutrition in meeting with school stakeholders to troubleshoot any issues.
- Provide marketing and education support through staff and parent communications.

### **1-6 Months After Rollout (Ongoing)**

### **School Nutrition Staff:**

- Check Average Daily Participation (ADP) numbers for improvements. Evaluate any increases and develop plan to sustain participation and/or continue increases.
- Check all equipment regularly to ensure performance and any maintenance needs.
- Meet with Grab and Go task force to address any concerns or potential improvements.
- Observe food waste and create a plan to address, if needed. Options to discuss include share tables or revised menu planning.

### **Additional Resources:**

[USDA School Breakfast Program Guidelines](#)

[No Kid Hungry Grab and Go Breakfast Implementation Timeline](#)

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## Equipment Guide

The equipment needed to execute Grab and Go Breakfast varies and will depend on how your campus/district chooses to implement the program. Below is a list of equipment to consider.

If your campus/district participates in Fuel Up to Play 60, you may be eligible for discount pricing through approved equipment vendors. Your Midwest Dairy Wellness Manager can provide more information and direct you to those approved vendors.

- Grab and Go Carts approximately \$2,000–\$5,000 per unit, depending on model
- Insulated Cooler Bags approximately \$100–\$150 per unit
- Cooler Bag Travel Carts approximately \$50 per unit
- Cooler Bag Dividers approximately \$45 per unit

### **Equipment Purchasing Resources:**

[Hubert Breakfast in the Classroom Equipment](#)

[Sterno Breakfast Delivery Equipment](#)

[Norris School Nutrition Transport Systems](#)

[Hubert Breakfast Equipment Solutions](#)

### **Staffing and Labor Costs**

It is important to understand how a new breakfast service model will affect food service staffing needs. A good way to estimate additional staff hours is to estimate the number of breakfast meals your staff makes per hour and plan for an increase in breakfast by at least 50%. Additionally, look at your current schedule and determine if you will need to adjust the start time of your staff to cover the breakfast program preparation and delivery.

### **Menus and Food Cost**

When determining the menus for Grab and Go Breakfast service, keep these items in mind:

- Offer versus serve – check in with your state agency
- Keeping cost at or below your reduced meal reimbursement
- Avoiding items that will require syrup or other sticky sauces
- Discuss the inclusion of cereal with stakeholders
- Potentially form a student committee to get feedback on menu
- Will you serve hot and cold meals?
- Any supplies needed to eat grab-and-go meals (e.g., sporks, bags, hand wipes, straws, etc.)

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## Questions?

Contact your Midwest Dairy Wellness Manager at [MidwestDairy@MidwestDairy.com](mailto:MidwestDairy@MidwestDairy.com)

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