

DANE COUNTY SENIOR NUTRITION PROGRAM - DINING SITE REVIEW

Site Name	
Date of Visit	
Completed By	

Please indicate the appropriate response for each statement listed by checking Yes, No, or N/A in the corresponding space. Use the space provided at the end of each section to provide additional comments or to clarify your responses. Thank you!

Yes	No	N/A	Creation of an Inviting Atmosphere
			Were you greeted as you came in?
			If needed, was the contribution system explained?
			Did the seating arrangement allow for new participants to be integrated into the group?
			Was there an announcement time?
			Were new participants introduced to the group?
			Did the site appear clean & neat?
			Were the bathrooms clean?
			Was there a bulletin board or place where notices were posted, such as: activity calendars or menus
			Was the site accessible to a handicapped person?
			Did participants at the site, seem to mix well together?
Comments:			
Yes	No	N/A	Participants
			Were participants friendly to you as a newcomer?
			Did participants seem to enjoy talking to each other?
			Did participants seem happy with the following?
			a) the site manager
			b) the volunteers
			c) the food
			d) the program
Comments:			
Yes	No	N/A	Site Manager
			Was the site manager readily identified (for example, the manager was wearing a badge or name tag)?
			Was the site manager friendly to participants and volunteers?
			Was the site manager helpful to people with special needs?
Comments			

Yes	No	N/A	Volunteers
			Were volunteers readily identified by a name tag?
			Did volunteers seem to enjoy their work and know what was expected of them?
Comments:			
Yes	No	N/A	Reservations
			Was making the reservation easy?
			Was parking available close to the site?
			Did the site have efficient and accurate registration procedures?
Comments:			
Yes	No	N/A	Food
			Did the meal look good?
			Did the food taste good?
			Was the meal served on time?
			Were the people serving the meal clean and wearing aprons?
			Did the food served seem to be at the right temperature? (Hot food hot, cold food cold)
			Was there a lot of left-over food on people's plates?
Comments:			
Overall Feedback:			