



SAMPLE **TRANSITION PLAN**

TRANSITION SCHEDULE—FOOD

WEEK 4 PRIOR TO OPENING

		Person Responsible	Completion Dates	
			Target	Actual
1.	Assign opening team captain			
2.	Assign team members and tasks responsibility			
	a. Office setup			
	b. PRIMA			
	c. Sanitation			
	d. Ordering and procurement			
	e. New employee transition			
3.	Set conference call schedule for team			
4.	Order computer			
5.	Decide on location to ship computer to for program validation and installation			
6.	Assign roll-up responsibilities for opening expense			
7.	Meet with client staff to allocate trustees			
8.	Interview for employee needs, existing and applicants			
9.	Request order guide from dietitians			
10.	Contact EcoLab			
	a. Call to get local rep			
	b. Order Oasis			
	c. Request material safety data sheets and wall holder			
	d. Set M.S.D. Training with EcoLab			
	e. Request and set data for working system evaluation			
	f. Complete opening notice and fax to controller			
11.	Obtain copy of proposal			
12.	Audit proposal for any operating needs or issues			
13.	Arrange for pest control, trash removal, phone service, set up dedicated line for computer			
14.	Order uniforms from WearGuard			
	a. Get style and colors approved through DM			
	b. Call 800-888-0501 and give them component number			
15.	Interview new (or existing) FSDs and AFSDs			

TRANSITION SCHEDULE—FOOD

WEEK 3 PRIOR TO OPENING

		Person Responsible	Completion Dates	
			Target	Actual
1.	Review all equipment and sanitation levels, use equipment and sanitation evaluations			
2.	Prepare order guide			
	a. Order guide by vendor			
	b. Purchase lists by week			
	c. Place opening orders and verify delivery day			
3.	Opening team visits location and gathers necessary information			
	a. Review all equipment operation and sanitation			
	b. Evaluate smallwares needs and place order			
	c. Introduce team to client			
	d. Request temporary office space			
	e. Run labels for files			
	f. Order all opening manuals (Corrections OPS Manual and Aramark Marketing Catalog)			
4.	Check on contract movement			
5.	Review new account opening notice, pro forma, or any other information			
6.	Order opening supplies			
	a. Select an FSD			
7.	Arrange for the following:			
	a. Lodging for opening team			
	b. Air and local transportation			
	c. Assign rental cars if necessary			
	d. Review expense report with opening team			
8.	Secure Tax Waiver number from Corporate Purchasing			
9.	Aramark's Correctional Services ID # 23-2778485			
10.	Arrange for printed forms if necessary			
11.	Secure all licenses, bonds, and insurance certificates			
12.	Get client's emergency procedures			
13.	Get staff and inmate meal schedules			
14.	Determine where to go for medical treatment for workers' compensation claims			
15.	Review transition schedule and make any changes			
16.	Develop smallware and equipment needs, utilizing the smallware inventory sheets and equipment guidelines			
	a. Inventory all smallwares and equipment in the kitchen			
17.	Verify loading dock location and the scheduled delivery days and hours			
18.	Finalize the menu and decide what week to start on			
19.	Set up Diet Handbook			
20.	Provide list of vendors with phone numbers and contact names			
21.	Call all local vendors: Sysco, milk, bread, and local produce company if needed			
22.	Discuss the following with vendors: your needs, delivery days, and hours			
	Order contact person, fax, and phone number, emergency contact person, and copy of product and price list			
23.	Start preparing all master forms needed: 8Steps, Production Sheets, Tray Diagrams, Pre-Pull Sheets, Diet Load Sheets, etc.			
24.	Call human resources if you need assistance with placing ads for employment			
25.	Call DHL and set up an account (800-247-2676)			

TRANSITION SCHEDULE—FOOD

WEEK 2 PRIOR TO OPENING

		Person Responsible	Completion Dates	
			Target	Actual
1.	Hold a team meeting or discuss opening by phone			
2.	Secure a shadow board if needed			
3.	Arrange for laundry service if needed			
4.	Arrange client dinner; discuss any open or current issues			
5.	Schedule a correctional officers orientation meeting			
6.	Arrange unit tilling procedures			
7.	Turn over final employee list (current and prospective) to client for security clearance			
8.	Begin processing of personnel using new-hire forms			
9.	Continue interviewing prospective employees until all positions are filled			
10.	Keep a pre-qualified candidates to fill positions that may turn over in the first few weeks of operation			
11.	Institute "THINGS FORGOTTEN" list			
12.	Contact client liaison and maintenance for any repairs			
13.	Review sanitation needs with checklist			
14.	Develop a plan for cleaning needs to be completed by opening			
15.	Finalize inmate and employee schedules			
16.	Finalize authorized vendor list and insert into purchasing material			
17.	Review security procedures, both Aramark's and client's			
	a. Procure keys for security			
18.	Set up knife, phone, substitution, and supervisors' logs			
19.	Check on contract movement			
20.	Shop at Office Warehouse for desk, filing, and office needs			
21.	Assemble the production book to include the following:			
	a. Table of measurements			
	b. Portion control menu planner			
	c. Current signed menu			
	d. Current snack menu			
	e. Proper food temperature sheet			
22.	Review sanitation needs with checklist			
23.	Fill out paperwork for Procurement Card and mail to: Aramark Accounts Payable Customer Service Global Food and Support Services 2400 Market Street, Philadelphia, PA 19103			
24.	Finalize the menu with the dietitian and get the following:			
	a. Menu costing parameters			
	b. Diet Handbooks (signed)—3 each			
	c. Diet Load Sheets			
	d. Menus (signed by client)—3 each			
	e. Nutrition Statement			
25.	Review standard employee and inmate job descriptions			

TRANSITION SCHEDULE—FOOD

WEEK 1 PRIOR TO OPENING

		Person Responsible	Completion Dates	
			Target	Actual
1.	Review status of transition			
2.	Finalize assignments of management team and shift assignments			
3.	Review company and client's policies to include security			
4.	Approve additional personnel if necessary			
5.	Finalize and review diet program with the Medical Department			
6.	Do final interviews for hourly employees if applicable			
7.	Prepare and set up any additional personnel paperwork			
	a. Set up personnel files			
8.	Arrange for ID badges			
9.	Complete an emergency phone list for the client			
10.	Complete a food service employee telephone roster			
11.	Set up call-in payroll and process if applicable			
12.	Secure components in house phone numbers			
13.	Finalize payment and accounting procedures			
14.	Finalize cart load sheets, or daily count sheets, to include weekly summary			
15.	Prepare work and break schedules for inmates and Aramark hourly employees			
16.	Arrange for new locks on all storage areas			
17.	Arrange for transfer of all keys			
18.	Review process with client			
19.	Complete relocation move, if applicable			
20.	Review "THINGS FORGOTTEN" list			
21.	Finalize sanitation schedule			
22.	Set up pre-opening production schedule			
23.	Schedule employees', inmate orientation meeting			
24.	Set up all files for office			
25.	Meet with medical staff; get signatures in diet manuals and distribute them (Medical, OakBrook, Unit)			
26.	Complete Authorized Request Form			
27.	Procure office setup needs			
28.	Prepare work and break schedules for inmates and Aramark hourly employees			