

Dining Facility G4G Planning Team Worksheet



Print and use this worksheet to organize your dining facility or galley’s G4G Planning Team. Multiple skill sets and expertise are recommended. A minimum of two or four individuals is recommended: two if menu design and coding occurs at a central location for the Service (Team Lead, Administrative Lead), or four if those tasks are done locally (Team Lead, Nutrition Lead, Administrative Lead, Menu Lead).

Team Lead		
Role Skill Set	Responsibilities	Contact Information
Dining facility manager or similar; someone at the dining facility operational level with project-planning skills and an ability to task team members	<ul style="list-style-type: none"> ▶ Briefs leadership at project start and throughout implementation ▶ Sets up G4G Planning Team meetings to occur at least monthly ▶ Has oversight of team members ▶ Assigns specific tasks and determines reasonable expectations, outcomes, and timeline ▶ Ensures staff training occurs according to schedule ▶ Responsible for ensuring G4G Maintenance: See Program Requirements for G4G Management Checklist—Daily, G4G Management Checklist—Monthly, and G4G Program Fidelity Evaluation—Annual 	<p>Name:</p> <p>Phone number:</p> <p>Email:</p>
Nutrition Lead		
Role Skill Set	Responsibilities	Contact Information
<p>Nutrition asset such as a Registered Dietitian (RD) or qualified nutrition professional designated by an RD, such as a Nutrition Specialist (68M, 4D, etc.)</p> <p>*In facilities with a centralized coding approach (such as Navy galleys), the Nutrition Lead does not need to be a Certified G4G Coder.</p>	<ul style="list-style-type: none"> ▶ Required: Certified G4G Coder* ▶ Codes all menu items* and ready-to-use (RTU) items ▶ Supports menu redesign* ▶ Facilitates staff training needs ▶ Coordinates performance-nutrition education and briefs to Service Members as feasible ▶ Briefs nutrition and Service leadership at project start and throughout implementation ▶ Conducts Management Checklist—Monthly and G4G Program Fidelity Evaluation—Annual, if possible, in coordination with G4G Planning Team Lead 	<p>Name:</p> <p>Phone number:</p> <p>Email:</p>

Administrative Lead		
Role Skill Set	Responsibilities	Contact Information
Staff member who is well organized and detail-oriented	<ul style="list-style-type: none"> ▶ Supervises assembly and display of Food Cards ▶ Responsible for organization and storage of Food Cards ▶ Creates new Food Cards when Nutrition Lead assigns code to new or updated menu items 	Name: Phone number: Email:
Menu Lead		
Role Skill Set	Responsibilities	Contact Information
Lead cook willing to facilitate menu revisions as needed	<ul style="list-style-type: none"> ▶ Provides information about all items being prepared in the dining facility ▶ Supports menu redesign ▶ Trials batches of new recipes and teaches new recipes to cooking staff ▶ Enforces recipe adherence 	Name: Phone number: Email:
Menu Ingredient Lead		
Role Skill Set	Responsibilities	Contact Information
Can be the same staff member as the G4G Planning Team Lead, Menu Lead, or Nutrition Lead	<ul style="list-style-type: none"> ▶ Communicates with the prime vendor ▶ Coordinates requesting or changing of menu items/ingredients in the catalog 	Name: Phone number: Email:
Marketing Lead		
Role Skill Set	Responsibilities	Contact Information
Can be the same staff member as the G4G Planning Team or Administrative Lead	<ul style="list-style-type: none"> ▶ Oversees storage and display of all marketing materials ▶ Displays G4G-approved materials only ▶ Posts messages/graphics to dining facility social media accounts ▶ Coordinates marketing/promotion efforts with installation asset (for example: MWR) PAO (articles, social media posts, etc.) ▶ Coordinates marketing/promotion efforts with local media 	Name: Phone number: Email:

G4G Champions (1+)		
Role Skill Set	Responsibilities	Contact Information
Those outside the dining facility, such as an installation RD, health promotion/wellness team, or unit or installation leadership	<ul style="list-style-type: none"> ▶ Assists G4G Planning Team Lead where requested ▶ Assists marketing, promotion, and education about G4G for the Service Member 	Name: Phone number: Email:
Team Lead Assistant (Optional)		
Role Skill Set	Responsibilities	Contact Information
Can be the same staff member as the Administrative Lead	<ul style="list-style-type: none"> ▶ Motivates colleagues ▶ Leads food and Food Card placements daily during meal setup ▶ Speaks to diners about G4G and becomes a resource for dining facility/galley staff and diners 	Name: Phone number: Email: