Prepared Meal Serving Handoff

List the dishes actually prepared and the adults involved.

Hand over the meal that was actually prepared, including its known changes and unresolved questions.

Hypothetical example: One adult prepares dinner and tells the serving adult about a changed dish and an unresolved instruction before the meal handoff.

01 Begin with the meal that exists

List the dishes actually prepared and the adults involved.

Meal

Preparing adult

Serving adult

Dishes actually ready

02 Pass the information that matters

Record recipe changes and instructions the serving adult needs.

Recipe change

Package information available

Instruction to pass on

Question still unresolved

Prepared Meal Serving Handoff / Review & follow-through

03 Confirm the transfer of responsibility

Confirm the handoff rather than assuming the other adult knows.

Handoff time

Information explained

Answer confirmed

Decision still needed

04 Review the actual serving

Review what was served and any unclear part of the transfer.

What was served

Change acknowledged

Unclear handoff

Next adjustment