

## GOALS Training Hour Requirements for Directors

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department of Public Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

| <b>GOALS Required Training Hours – Director</b>                                  | <b>Training Hours</b> |
|--|-----------------------|
| <b>NUTRITION</b>   |                       |
| <b>MENU PLANNING – 23 training hours required</b>                                |                       |
| Meal Pattern   | 8                     |
| Cycle Menu   | 1                     |
| Local Foods/ Farm to School  | 2                     |
| Standardized Recipes   | 4                     |
| Menu Analysis  | 2                     |
| Special Diets Including Food Allergies: Comprehensive Training                   | 4                     |
| USDA Foods   | 2                     |
| <b>NUTRITION EDUCATION – 6 training hours required</b>                           |                       |
| Nutrition Activities   | 2                     |
| Classroom Activities   | 2                     |
| School Garden or comparable  | 2                     |
| <b>GENERAL NUTRITION – 8 training hours of Nutrition 101 or similar required</b> |                       |
| Nutrition 101  | 8                     |
| <b>Total Training Hours Nutrition (Code 1000)</b>                                | <b>37</b>             |
| <b>OPERATIONS</b>  |                       |
| <b>SERVING FOOD – 10 training hours required</b>                                 |                       |
| Food Production Records  | 2                     |
| Child Nutrition Label Crediting  | 2                     |
| Portion Sizes  | 1                     |
| Offer vs Serve   | 2                     |
| Food Presentation, Serving Lines and Food Quality                                | 2                     |
| Use and Care of Equipment  | 1                     |
| <b>CASHIER AND POINT OF SERVICE – 2 training hours required</b>                  |                       |
| Point of Service, Identifying Reimbursable Meals and Protecting Student Identity | 2                     |
| <b>PURCHASING AND PROCUREMENT – 7 training hours required</b>                    |                       |
| Introduction to Procurement  | 1                     |
| DPI SNT SNSDC Procurement Class  | 4                     |
| USDA Foods Ordering  | 2                     |
| <b>FOOD SAFETY AND HAACP – 8 training hours required plus 2 electives</b>        |                       |
| ServSafe Certificate or food safety equivalent <b>Required</b>                   | 8                     |

|  |            |
|--|------------|
| Food Safety Culture  | 1          |
| Receiving and Recall   | 1          |
| Wisconsin Food Code  | 1          |
| <b>Total Training Hours Operations (Code 2000)</b>   | <b>30</b>  |
| <b>ADMINISTRATION</b>  |            |
| ELIGIBILITY AND REGULATIONS – 16 training hours required                                     |            |
| Child Nutrition Basics – The School Nutrition Program Contract                               | 8          |
| Eligibility, Certification and Verification  | 8          |
| FOOD SERVICE PROGRAM MANAGEMENT – 7 training hours required                                  |            |
| Staff Management   | 2          |
| Standard Operating Procedures (SOPs)   | 1          |
| Healthy School Environment   | 2          |
| Water, Energy and Waste  | 1          |
| Emergency Plans  | 1          |
| FINANCIAL MANAGEMENT – 6 training hours required plus 2 electives                            |            |
| Financial Basics <b>Required</b>   | 4          |
| Meal Claims and Edit Checks <b>Required</b>  | 2          |
| School Foodservice Budgeting   | 2          |
| School Foodservice Financial Analysis  | 1          |
| Meal Pricing/Food Costing  | 1          |
| HUMAN RESOURCES AND STAFF TRAINING – 4 training hours required                               |            |
| Civil Rights Training <b>Required</b>  | 1          |
| Human Resource Management/Policy and Procedures  | 2          |
| Professional Standards Training and Tracking   | 2          |
| Retention, Promotion and Recognition   | 2          |
| Employee Health, Safety and Wellness   | 2          |
| FACILITIES AND EQUIPMENT PLANNING – 2 training hours required                                |            |
| Purchasing and Maintenance   | 1          |
| Equipment Maintenance and Care   | 1          |
| OTHER PROGRAMS – 1 training hour required  |            |
| Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk (overview) | 1          |
| <b>Total Training Hours Administration (Code 3000)</b>                                       | <b>38</b>  |
| <b>COMMUNICATIONS AND MARKETING – 5 training hours required</b>                              |            |
| Strategic Marketing Plans and Program Promotion  | 2          |
| Customer Service   | 1          |
| Communication Skills   | 1          |
| School And Community Communications  | 1          |
| Smarter Lunchroom Techniques   | 2          |
| <b>Total Training Hours Communications (Code 4000)</b>                                       | <b>5</b>   |
| <b>Total training hours to earn GOALS Certificate – Director</b>                             | <b>110</b> |