Suggested Training Checklist

Each person working in the school nutrition programs should obtain the required number of hours of job-specific training per year; the minimum is 4 hours for people generally working less than 20 hours a week.

This checklist is a sample of potential topics to use for training, especially for those with different duties in school nutrition. This may include substitute or temporary workers, student workers, new or volunteer staff, office staff who assist as cashiers or with determining eligibility, and teachers administering the point of service.

# Name Position Hours per Week Start Date

| **Description** | **Training Code** | **Amount of Time** | **Completed Date** | **✓ If Not**  **Applicable** |
| --- | --- | --- | --- | --- |
| **Annual Trainings** |  |  |  |  |
| **Civil Rights Annual Training** – if working directly with students | 3410 |  |  |  |
| **Blood-borne Pathogen Training** – if applicable | 3450 |  |  |  |
| **Employee Health Reporting Agreement** – signed and on file for all staff | 3450 |  |  |  |
| **Emergency Preparedness** – Fire and tornado, etc. | 3240 |  |  |  |
| **Health Training** – First Aid, Heimlich maneuver, CPR | 3450 |  |  |  |
| **Disclosure Agreement** – “need to know” rule | 2330 |  |  |  |
|  |  |  |  |  |
| **General Standard Operating Procedures (SOP) as found in your Food Safety Plan** – select as appropriate for staff members | 3220 |  |  |  |
| Hand Washing | 2600 |  |  |  |
| Personal Hygiene/Health | 3450 |  |  |  |
| No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use | 2600 |  |  |  |
| Visitors in Food Service | 3220 |  |  |  |
| Using and Calibrating Food Thermometers | 2620 |  |  |  |
| Facility and Equipment Maintenance | 2140 |  |  |  |
| Food Storage | 2500 |  |  |  |
| Storing and Using Chemicals | 2520 |  |  |  |
| Washing Fresh Fruits and Vegetables | 2600 |  |  |  |
| Preventing Cross Contamination | 2600 |  |  |  |
| Date Marking / Temperature Control for Safe Food | 2600 |  |  |  |
| Holding Time/Temperature Control for Safe Food | 2600 |  |  |  |
| Serving Food | 2200 |  |  |  |
| Preventing Cross-Contamination | 2600 |  |  |  |
| Cleaning and Sanitizing Food Contact Surfaces | 2600 |  |  |  |
| Wiping Cloths | 2600 |  |  |  |
| Allergens | 2600 |  |  |  |

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| **Other Information** |  |  |  |  |
| Nutrition Education and Product Knowledge | 1200 |  |  |  |
| Cashier Training / Money Handling | 2300 |  |  |  |
| Point of Service (POS) Training, Computer Training | 2300 |  |  |  |
| Healthy School Environment, Merchandising | 3230, 4160 |  |  |  |
| Customer Service | 4130 |  |  |  |
| Local Wellness Policy (LWP) | 3420 |  |  |  |
| Smart Snack Compliance | 3350 |  |  |  |
| Professional Standards Compliance | 3430 |  |  |  |
|  |  |  |  |  |
| **Other SN Program Staff** – Breakfast in the Classroom, Special Milk, Wisconsin School Day Milk, Afterschool Snack, or Fresh Fruit and Vegetable Programs |  |  |  |  |
| Basic Program Requirements | 2000, 4120 |  |  |  |
| Point of Service (POS) Training | 2300 |  |  |  |
| Offer Versus Serve (OVS) Training | 2220 |  |  |  |
| Civil Rights Annual Training– if working directly with students | 3410 |  |  |  |
| **Determining, Confirming or Verifying Officials** |  |  |  |  |
| [Eligibility Manual for School Meals](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf) | 3100 |  |  |  |
| Civil Rights Annual Training | 3410 |  |  |  |
|  |  |  |  |  |

I understand that these procedures and trainings were developed to protect the safety of students and other food service customers.

I agree to follow these policies and ask questions when I need clarification.

Employee/Volunteer Name and Signature

Date

Person in Charge/Supervisor Signature

# Training Session Roster

| School Site(s) Date: |
| --- |
| Topic: |
| Length of Time: |
| Presenter: |
| Training Materials Used: |

**Attendance Sign In:**

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Please keep this documentation on file for continuing education reference and for 3 years plus the current school year per record retention rules.