

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.

GOALS Training Hours – Director	Training Hours
NUTRITION	
MENU PLANNING – 23 training hours	
Meal Pattern (Face to face training required)	8
Cycle Menu	1
Local Foods/ Farm to School	2
Standardized Recipes	4
Menu Analysis	2
Special Diets and Food Allergies: Comprehensive Training	4
USDA Foods	2
NUTRITION EDUCATION – 6 training hours	
Nutrition Activities	2
Engaging the Classroom	2
School Garden or comparable	2
GENERAL NUTRITION – 8 training hours	
Nutrition 101 or similar	8
Total Training Hours Nutrition (Code 1000)	37
OPERATIONS	
SERVING FOOD – 10 training hours	
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
CASHIER AND POINT OF SERVICE – 2 training hours	
Point of Service, Identifying Reimbursable Meals and Protecting Student Identity	2
PURCHASING AND PROCUREMENT – 7 training hours	
Introduction to Procurement	1
Comprehensive Procurement Training (Face to face training required)	4
USDA Foods Ordering	2
FOOD SAFETY AND HAACP – 8 training hours required plus 3 elective hours	
ServSafe Certificate or food safety equivalent Required	8

Food Safety Culture	1
Receiving and Recall	1
Wisconsin Food Code	1
Total Training Hours Operations (Code 2000)	30
ADMINISTRATION	
ELIGIBILITY AND REGULATIONS – 16 training hours	
Child Nutrition Program Basics – (Face to face training required)	8
Eligibility, Certification and Verification (Face to face training required)	8
FOOD SERVICE PROGRAM MANAGEMENT – 7 training hours	
Staff Management	2
Standard Operating Procedures (SOPs)	1
Healthy School Environment	2
Water, Energy and Waste	1
Emergency Plans	1
FINANCIAL MANAGEMENT – 7 training hours	
Financial Basics (Face to face training required)	4
Meal Claims and Edit Checks Webinar	1
School Foodservice Budgeting/Financial Analysis (Face to face training required)	2
HUMAN RESOURCES AND STAFF TRAINING – 1 hour required plus 4 elective hours	
Civil Rights Training Required	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	
Purchasing and Maintenance	1
Equipment Maintenance and Care	1
OTHER PROGRAMS – 1 training hour	
Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk	1
Total Training Hours Administration (Code 3000)	38
COMMUNICATIONS AND MARKETING	
5 training hours required	
Strategic Marketing Plans and Program Promotion	2
Customer Service	1
Communication Skills	1
School And Community Communications	1
Smarter Lunchroom Techniques	2
Total Training Hours Communications and Marketing (Code 4000)	5
Total training hours to earn GOALS Certificate – Director	110