WISCONSIN SCHOOL NUTRITION

IN A NUTSHELL

Professional Standards: Suggested Training Topics

Required Training

The Professional Standards regulations in 7 CFR 210.30 establish annual training standards for all school nutrition program directors, managers, and staff. Each person working in the school nutrition programs must obtain the required number of hours of job-specific training per year for food service staff and others. Other staff may include teachers, teacher aids, office staff substitutes, volunteers, student workers, custodians, etc. Review the Professional Standards Training Nutshell to determine the required hours for food service staff and others.

Required Annual Training

Annual **Civil Rights** training is required at the beginning of each school year, or upon hire if hired mid-year for all food service staff and others that have duties in the food service program.

Annual **Procurement** training is required for all staff with procurement responsibilities within the school nutrition programs.

Required Tracking Mechanism

School Food Authorities (SFAs) **must establish a process for tracking** and monitoring annual training for school nutrition employees. The information required to be maintained includes a trainee's name, date of hire, position/role, list of core duties, and employment status (full time/part time). The United States Department of Agriculture (USDA) does not mandate a specific tool to be used. Options for tracking training can be found on the Professional Standards webpage at the end of this document under **Resources**. Sign-in sheets, agendas, and training information must be maintained for three years plus the current year.

Below is a sample of potential topics to use for training those who are food service staff or for other individuals that assist with food service duties:

Training	**Key or Subtopic Code**	**Suggested Training For:**
Civil Rights **Training** - **Required Annually**	3410	Individuals with duties in the food service program.
Employee Health, Safety and Wellness- (Bloodborne pathogen, First Aid, Heimlich Maneuver, CPR etc.)	3450	Individuals with duties in the food service program.

Training	Key or Subtopic Code	Suggested Training For:
Emergency Preparedness (Alice Training, Fire and Tornado, etc.)	3240	Individuals with duties in the food service program.
Calendar of Program Requirements	3200	Individuals with duties in the food service program.
Meal Eligibility Direct Certification	3110 3120	Determining Official
Verification	3100	Verification Official
Meal Counting, Claiming and	3310	Claim Preparer, Business Manager
Financial Management Annual Financial Report (AFR) Pricing	3340 3310 3350	Business Manager, Food Service Director
Procurement Training-**Required**	2400	Individuals that have procurement duties
General Food Safety	2620	Individuals with duties in the food service program.
Serv Safe Training	2630	Individuals involved in food preparation
Hazardous Analysis Critical Control Point (HACCP)	2610	Individuals with duties in food preparation.
Standard Operating Procedures (SOP) (Review of SOPs- in the Food Safety Plan)	3220 2600	Individuals with duties in the food service program.
Employee Health Reporting Agreement	3450	Individuals with duties that have direct contact with food preparation, serving reimbursable meals or managing the POS.
Point of Service Training, Computer and Cashier Training (POS)	2300	Individuals with duties that manage the POS.

Training	Key or Subtopic Code	Suggested Training For:
Reimbursable Meals	2310	Individuals with duties that determine reimbursable meals.
Offer Versus Serve Training (OVS)	2220	Individuals with duties that determine reimbursable meals.
Portion Sizes	2210	Individuals with duties that serve reimbursable meals.
Special Diets and Food Allergies	1160	Individuals responsible for students with special dietary needs.
Menu Analysis	1150	Food Service Director, Menu Planner, Cook
USDA Foods	1170	Food Service Director, Menu Planner, Procurement
Nutrition Requirements	1110	Food Service Director, Cook
Smart Snacks	1000	Food Service Director, Cook
Standardized Recipes	2110	Food Service Director, Cook
Production Records	2120	Food Service Director, Cook, Menu Planner
Local Wellness Policy (LWP)	3420	District Administrator, Food Service Director, Business Manager

Resources:

Professional Standards Webpage

Bureau of School Nutrition Training Webpage

Institute of Child Nutrition