

SCHOOL YEAR:

# FULL TIME STAFF TRAINING TRACKER FORM

## 6 Annual Required Training Hours

### USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM FULL TIME STAFF TRAINING STANDARDS

All School Nutrition Full-Time Staff are subject to the new training requirements below. School Nutrition Full Time Staff are the individuals that work more than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision.

**Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.**

### EMPLOYEE INFORMATION

Name:	Title/Position:
Hire Date (MM/YYYY):	Average number of hours worked/week:

### IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

### EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: /6				COMPLETED TRAINING HOURS TO DATE: /6		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

School Nutrition Programs: Training Standards

Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

