

SCHOOL YEAR:

MANAGER TRAINING TRACKER FORM

10 Annual Required Training Hours

USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM MANAGER TRAINING STANDARDS

All School Nutrition Managers are subject to the new training requirements below. School Nutrition Program Managers are the individuals responsible for management of the day-to day food service at a school under the Local Educational Agency (LEA).

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: _____

Hire Date (MM/YYYY): _____

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: /10				COMPLETED TRAINING HOURS TO DATE: /10		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION 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"/>

School Nutrition Programs: Training Standards

Name: _____

Hire Date: _____

