



## PART-TIME STAFF TRAINING TRACKER FORM: SY \_\_\_\_ 4 Annual Required Training Hours

All School Nutrition Part-Time Staff are subject to the training requirements below. School Nutrition Part-Time Staff are the individuals that work less 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 are subject to the new training requirements below.

**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
Menu planning	Food Production	Meal Benefits	Communications and Marketing
Nutrition Education	Serving Food	Program Management	
General Nutrition	Cashier/Point of Service	Financial Management	
	Purchasing	Human Resources/Staff Training	
	Receiving/Storage	Facilities/Equipment Planning	
	Food Safety/HACCP		

### EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: ____/4				COMPLETED TRAINING HOURS TO DATE: ____/4		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED

