

# Child Nutrition Employee Training Record

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

School Cafeteria: \_\_\_\_\_

Instructions: on the lines to the right of each skill, the employee should write his/her initials and the date of completion and the instructor should also verify the training by initialing.

## Rules and Regulations

	emp. initials	date/ training	inst. initials
Lines of communication	_____	_____	_____
Personal appearance	_____	_____	_____
Professional Code of Ethics	_____	_____	_____
Grievance Procedures	_____	_____	_____
Miscellaneous Rules	_____	_____	_____

## Meal Pattern requirements

Reimbursable Lunch	_____	_____	_____
Test Score _____	_____	_____	_____
Reimbursable Breakfast	_____	_____	_____
Test Score _____	_____	_____	_____
Bread and Grains Instruction	_____	_____	_____
Test Score _____	_____	_____	_____

## Meal Counting and Claiming/Edit Checks

Cashier Training	_____	_____	_____
Math Test Score _____	_____	_____	_____

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## Local Policies

emp. Initials    date/training    inst. initials

Free/Reduced Price Policy Statement    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Offer versus Serve Policy    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Charge Policy    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Competitive Food Policy    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Non-Discrimination Policy    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Child Abuse Reporting    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Sexual Harassment Policy    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Media Coverage Training    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Other Training:

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

## Performance Standards

Time Standards    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Quality Standards    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Work Simplification    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

## Meal Preparation

Using Standardized Recipes    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Production Record responsibility    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Following Work Schedules    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

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<b>Meal Service</b>	emp. initials	date/ training	inst. Initials
Serving Line Setup/Maintenance	_____	_____	_____
Portion Control/Proper Serving Utensils	_____	_____	_____
Temperature Control/Quality Maintenance	_____	_____	_____
Garnishing/Culinary Techniques	_____	_____	_____

## **Sanitation, Safety and Security**

### **Sanitation**

Serving it Safe Training	_____	_____	_____
Health Department Inspection Training	_____	_____	_____
HACCP Training Class	_____	_____	_____
Handwashing	_____	_____	_____
3-Compartment Sink Procedures	_____	_____	_____
Use and Care of thermometers	_____	_____	_____
Calibrating Thermometers	_____	_____	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____

### **Safety**

Filing an Accident Report	_____	_____	_____
School Safety/Emergency Plan	_____	_____	_____
Right to Know "MSDS" Training	_____	_____	_____
Basic First Aide	_____	_____	_____
Bloodborne Pathogens Training	_____	_____	_____



# Child Nutrition Employee Training Record

## Purchasing Receiving and Storage

emp. initials    date/ training    inst. Initials

Invoice Procedures \_\_\_\_\_

Receiving Procedures \_\_\_\_\_

Change Order/Credit Memo Procedures \_\_\_\_\_

Storage Procedures (HACCP) \_\_\_\_\_

## Reports and Record Keeping

Cashier Report \_\_\_\_\_

Production Report \_\_\_\_\_

Physical Inventory Report \_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Public Relations

Customer Service \_\_\_\_\_

Promotions \_\_\_\_\_

Marketing \_\_\_\_\_

Communication Skills \_\_\_\_\_

## Professional Development

In-service attendance \_\_\_\_\_

Annual Conference Attendance \_\_\_\_\_

