



Classes/ Trainings Offered from the FNS Department for the 2017-18 School Year

Mandatory for Staff:

New Hire Orientation – Each new hire for our department must attend a new hire orientation within 2 weeks of hire. This orientation is for all new hires; management and staff. This is a separate orientation from the general orientation given at Kirby-Smith. This new hire orientation focuses on FNS policies and procedures. New hires are introduced to district office staff and their roles. New Hires are given a food service employee handbook with basic information concerning payroll, working hours, meals/breaks, attendance, leave time, dress code, safety, performance evaluations, and customer service.

Blake schedules the class, ensures payment for attending, and teaches the class.

Foundations Class – This class is designed to give staff new hires a basic understanding of food safety, sanitation, customer service, menu planning and nutrition. Each new hire staff member must attend this 8 hour course within the first 6 months of employment to maintain employment. IT IS THE RESPONSIBILITY OF THE STAFF MEMBER TO ATTEND THE CLASS. THE MANAGER IS RESPONSIBLE TO ENSURING THE STAFF MEMBER IS GIVEN ALL RELEVANT INFORMATION TO ATTEND THE CLASS (DATES, TIMES). Generally, the class is broken up into two - 4 hour sessions, given after normal work hours in the afternoon. This class is taught by Eunshil and Blake.

Blake schedules the classes, ensures payment for attending, and presents staff members with a certificate after completing the course.

Culinary Education Class - This class is designed to meet the USDA requirements for all FNS staff for annual training. Class topics will vary each year. The

Cyber Security Training - This is an annual training that all FNS employees must complete. The training is held on-line, with each FNS employee logging in and completing modules to improve cyber security. Each staff member should complete these modules

Optional for Staff:

Career Ladder Class - This is a series of classes offered during the school year for existing staff for professional development. The class is designed for FSA I's, who by their own initiative desire to improve their food service skills. It is completely voluntary. Staff wanting to participate in the class must possess a High School Diploma or GED equivalent, a satisfactory rating on their last performance evaluation and have one year of food service experience. Topics include, but are not limited to; customer service, food safety and sanitation, first aid, etc.

The classes are generally, scheduled in the afternoons. There are five classes and each class is two hours in length. There are tests on the material covered in class. At the end of the classes the staff member must complete two workbooks. Both tests and workbooks are graded and the staff member must pass both to be promoted.

If the staff member completes the courses and required workbooks, they can then be promoted from FSA I to a FSA II. Blake schedules and teaches all classes.

Mandatory for New Manager Interns:

Intern Classes – This is a series of classes offered during the school year for current manager interns. The classes are meant to continue in school training, but in an atmosphere that is conducive to training and learning more complex skills. A copy of intern classes will be provided to all interns. If any manager would like to a copy of the schedule please ask Blake.

Any assistant manager hired that was not first a Manager Intern or did not attend all classes will be required to attend all classes or finish remaining classes. Any manager wishing to join the class may do so as well. Please let Blake know you will be attending so we will have enough materials.

The classes are taught by district office staff.

Manager Training:

MPP/Baseline Workshops – This is a workshop designed to allow managers to feel more comfortable using both programs as they were designed. The workshops are designed to work with a small group in a one on one setting to review basics of both programs. Also covered in the workshop is the YC Menu website and Manager Resources. Managers, Assistant Managers and Manager Interns are encouraged to attend at least one class offered during the course of the school year. Managers and Assistant Managers can attend more than once, however the same material will be taught at each class, so it may be more helpful to ask for one on one help.

Blake schedules the classes, ensures payment for attending. The classes are taught by Blake and Moss.

ServeSafe Certification Training – These trainings are schedule periodically based on availability of trainers. These classes are designed to review the ServeSafe book and provide the class attendees the materials to complete, and pass the ServSafe test. The test is given at the end of the training day. Managers, Assistant Managers, and Manager Interns are encouraged to attend and maintain their ServSafe certification. These classes are open to staff members if there are available seats, space is limited. Classes are usually held on teacher workdays. All FNS employees are paid to attend.

Blake schedules the class, ensures payment for attending.

Leadership Academy – These trainings will require Managers and Assistant Managers to focus on specific leadership skills and necessary attributes to become high effective leaders of their staff. This training is done yearly with each Manager and Assistant Manager attending the class once during the school year. The training is conducted to help others understand their individual strengths and weaknesses in managing people, and understanding the difference between management and leadership.

Blake schedules the class, ensures payment for attending and coordinates the teachers.

Department of Agriculture Sponsored Trainings - These trainings are schedule periodically based on availability or needed topics. When these trainings are available Blake will communicate the training opportunity, the topic and logistics.