



# Manager Intern Class 17-18

This is a series of classes offered during the school year for current manager interns in training to become a manager. The classes are meant to continue in school training, but in an atmosphere that is conducive to training and learning more complex skills.

Class Date	Class Topic(s)	Class Instructor(s)
<b>September 14</b>	Orientation Alarm Codes Warehouse Tour Ordering/Inventory Procedures On-Site Program Review	Blake Connie
<b>September 21</b>	Meal Pattern Portion Control Menu Planning & OVS Allergy Policy	Eunshil
<b>September 28</b>	YC Overview MPP Review Supper Program Review Summer Program Review	Moss Karla Blake
<b>October 12</b>	Payroll Procedures Meal Accountability FFVP Program FFVP, Snack, Supper, Headstart Menus	Sarah Jamie/Mike Jamie/Mike Eunshil
<b>October 26</b>	Leadership skills Management skills Acting Manager Responsibilities	Blake

<b>November 2</b>	Budgeting Process Costing Description of P&L Change Fund Update	Maria
<b>November 9</b>	Customer Relations Merchandising & Marketing YC Walk Through	Caron
<b>November 16</b>	Staffing Procedures Interviewing Procedures	Blake Eunshil Jamie
<b>November 30</b>	Safety and Risk Management Procedures Baseline	Mary Akridge  Cecil
<b>December 6</b>	Camp Crystal Visit	Blake Tyler
<b>December 13</b>	Manager Panel Discussion	Blake Various Managers