

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

# G16

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Subject: **PROFESSIONAL STANDARDS - CONTINUING EDUCATION/TRAINING**

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## **PURPOSE**

The purpose of this procedure is to ensure all food service personnel meet annual continuing education/training requirements as established by the United States Department of Agriculture's *Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010* (80 FR 11077), effective July 1, 2015.

## **PROCEDURE**

To meet the minimum requirements of Professional Standards for each level of personnel, annual training topics provided through the Department of food and Nutrition (including Civil Rights Compliance) will encompass the following Key Areas:

- Nutrition
- Operations
- Administration
- Communications and Marketing

Training of food service administrators/employees should be conducted and documented. The [Professional Standards Training Roster](#) is to be utilized to document that training was provided to the respective food service employee. A record/agenda of topics covered and personnel in attendance (training roster) should be kept on file.

### **School-Based Part-Time Food Service Personnel**

Part-time personnel must complete a minimum of six (6) training hours annually. On-site training of part-time food service personnel is to be conducted, documented and maintained by the food service manager/satellite assistant.

- A. On-site training is to occur regularly as directed by the Department of Food and Nutrition. A record of topics presented, as well as the roster of personnel in attendance, must be kept on file at the school and be available upon request by the Department of Food and Nutrition.

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---

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B. Additional training opportunities available to part-time personnel include:

1. New Employee Orientation Training
2. Cashier Training
3. Food Ordering Training
4. Production & Menu Record Training
5. Food Production Training
6. Summer Training
7. Manager Intern Training Program

C. Training will be conducted via:

1. District meetings/trainings
2. Managers and region supervisors at school sites
3. Webinars

The Department of Food and Nutrition will maintain documentation of training conducted at the District level.

Non-School Based Part-Time Personnel

Part-time personnel must complete a minimum of six (6) training hours annually. A record of topics presented, as well as the roster of personnel in attendance, will be kept on file at the Department of Food and Nutrition.

A. To meet this requirement, part-time food service personnel working at the Department of Food and Nutrition will participate in the following:

1. Department meetings providing education on topics which promote program integrity or address critical program issues as appropriate to their position.
2. District level meetings

B. Training will be conducted via:

1. District meetings/trainings
2. Managers and region supervisors at school sites
3. Webinars

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School-Based Full-Time Food Service Personnel

Full-time food service personnel must complete a minimum of ten (10) training hours per year. Full-time food service personnel will be trained at District level meetings to be conducted at least three (3) times per year and at region level meetings to be conducted at least three (3) times per year. A record of topics presented, as well as the roster of personnel in attendance, will be kept on file at the Department of Food and Nutrition.

A. Training will be conducted via:

1. District meetings/trainings
2. Managers and region supervisors at school sites
3. Webinars

B. Additional training opportunities available to full-time personnel include:

1. Summer Training (available to part-time as well)
2. Manager Intern Training Program (satellite assistants/assistant food service managers)

Non-School Based Full-Time Personnel

Full-time personnel must complete a minimum of ten (10) training hours annually. A record of topics presented, as well as the roster of personnel in attendance, will be kept on file at the Department of Food and Nutrition.

A. To meet this requirement, full-time food service personnel working at the Department of Food and Nutrition will participate in the following:

1. Annual Civil Rights Compliance Training
2. Department meetings providing education on topics which promote program integrity or address critical program issues as appropriate to their position.
3. District level meetings

B. Training will be conducted via:

1. District meetings/training
2. Departmental administrators
3. Webinars

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## Food Service Administrators

Food service administrators must complete a minimum of twelve (12) training hours annually conducted through the Department of Food and Nutrition. A record of topics presented, as well as the roster of personnel in attendance, will be kept on file.

A. To meet this requirement, administrators will participate in:

1. Departmental staff meetings
2. Operations staff meetings
3. District level training
4. Summer Training
5. Approved self-directed continuing education
6. Webinars
7. Maintaining certifications relevant to responsibilities (registered dietitian, school nutrition specialist, HACCP certification, teacher certification, etc.)

B. Training will be conducted via:

1. District meetings/training
2. Departmental administrators
3. Webinars
4. Workshops/training conducted by outside agencies

## Additional Training

Any additional training may be conducted on an “as needed basis” and should be documented using the [Professional Standards Training Roster](#). A record/agenda of topics covered and personnel in attendance (training roster) should be kept on file.

*For Action By: Food Service Administrators, Food Service Managers, Satellite Assistants  
and All Food Service Employees*

*Refer Questions to: Department of Food and Nutrition*

*Created: July 2016  
Revised: February 2023  
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