



## PROFESSIONAL STANDARDS TRAINING APPLICATION

NYSNA is excited to offer a new training module to our members. This program is a new program designed to provide training to food service employees. This will be a four (4) hour training program with one or more segments, as selected by the applicant.

This program will be available for two years, or until funding has been exhausted (10 programs). The program is designed to include the Key Areas and Key Topics under the USDA Professional Standards (Nutrition, Operations, Administration, Communications and Marketing).

Approx. time needed: **4 Hours** (*plus a break*)

### CRITERIA FOR SELECTION

- NYSNA Membership – applicant, and ALL attendees, must be current members of NYSNA, as this is a member benefit;
- NYSNA requires there be a minimum number of 50 attendees, with a maximum of 100 per program;
- Districts may work together to apply for a program; Chapters may work together to apply for a program; or Area Directors may apply to have the program for their annual workshop;
- Consideration will be given to ensure regional diversification;
- Applications must be completely filled out, and the applicant's signature guarantees full acceptance of the terms required by NYSNA to provide training.
- Applications should be received at least two months in advance of requested dates whenever possible.

### NYSNA FINANCIAL OBLIGATIONS

NYSNA will provide and pay for the professional services of the trainer.

### TERMS FOR APPLICANT

- NYSNA Membership – applicant, as well as attendees, must be current members of NYSNA
- Provide a room for the training with adequate AV (Computer, LCD player, screen, internet access if possible, microphone, podium), a stool and water. There may be specific room requirements depending on the particular segment selected – *please review carefully*.
- A break must be provided by the applicant, as the program is a four (4) hour program, any food and beverages will be provided by the applicant.
- Provide the attendees with program handouts (a copy will be emailed to the applicant prior to the program).
- The applicant will provide a sign-in sheet for attendees (this will be emailed to the applicant prior to the program) and hand it to the trainer at the conclusion of the training.
- The applicant agrees to complete an evaluation of the program and the service at its completion.
- The applicant understands it is his/her responsibility to contact NYSNA to cancel services at least two weeks in advance of training should there be a change of plans, or should the number not meet the required 50 participants, or as soon as possible if an emergency situation should arise.
- The applicant has the support of his/her district in offering these services.

For whom are you requesting the training? Please check the appropriate box:

- District Staff
- Combined Districts Training
- Chapter Function
- Area Workshop

Number of expected attendees: \_\_\_\_\_ Will this be "required" for your staff: \_\_\_\_\_

**APPLICANT INFORMATION**

Name of Member Requesting Training: \_\_\_\_\_

NYSNA Membership #: \_\_\_\_\_ Area of State: \_\_\_\_\_

Chapter (s): \_\_\_\_\_

School District (s) participating: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TRAINING LOCATION/FACILITY**

Name of Building: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Name of Training Room: \_\_\_\_\_

Date Requesting Service:

\_\_\_\_\_ First Choice \_\_\_\_\_ Second Choice

*\*the instructor will be traveling from another state and although we will try our very best to accommodate your first choice, it is important that you provide multiple dates.*

Time of program: Start: \_\_\_\_\_ End: \_\_\_\_\_

***Four (4) CEUs will be provided to attendees for attending FULL program***

All course materials are in compliance with course requirements outlined in the Professional Standards for School Food Professionals Guidelines of 2015.  
Each course hour is equivalent to 1 CEU.

**PROGRAM SELECTION**

*This is a four (4) hour program. Please select the segments from the list provided below and be sure that the segments add up to the four (4) hour time slot allotted. Course descriptions have been provided.*

**PROGRAM SEGMENTS**

**1 hour segments:**

\_\_\_ Food Allergies

**2 hours segments:**

\_\_\_ Effective Marketing

\_\_\_ Employee Relations

\_\_\_ Farm to School

\_\_\_ Financial Principals of Food Service Management

\_\_\_ Legendary Customer Service

**3 hours segments:**

\_\_\_ Purchasing and the supply chain

\_\_\_ Understanding Production Sheets and Basic Weights & Measurements

**4 hours segments:**

\_\_\_ Meal Pattern Regulation, Menuing, and Meal Identification

\_\_\_ Food Safety

The applicant's signature guarantees **full acceptance of the terms** required by NYSNA to provide training.

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Signature of Applicant Date

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Signature of Service Provider (NYSNA) Date

Submit Completed Applications to NYSNA:

Email: [Jennifer@nyschoolnutrition.org](mailto:Jennifer@nyschoolnutrition.org)

Fax: (518) 446-0113

# PROFESSIONAL STANDARDS TRAINING

Keep your school food service program healthy, not just your food.

All course materials are in compliance with course requirements outlined in the Professional Standards for School Food Professionals Guidelines of 2015. Each course hour is equivalent to 1 CEU. Courses will require a projector, laptop computer, podium, microphone, and a room large enough to accommodate all attendees comfortably to take notes. In some courses, access to a kitchen will be needed.

## A list of our training programs offered:

### Effective Marketing (2 CEU)

Attendees will gain an understanding of how to reach their student customers in the manner in which they want to be reached. Today's top marketing medias and strategies will be discussed and demonstrated to show participants how to effectively reach their targeted audiences. During this two hour presentation, attendees will learn how to identify specific market segments within their operations and how to deliver their message to each market in the best way. Examples of successful marketing programs in similar institutions and best practices will be illustrated and discussed.

### Employee Relations (2 CEU)

Everyone has employee issues at one time or another. Many of these issues can be avoided with better employee relation strategies and increased communication. In this two hour information packed program, we will discuss ways to develop, motivate, and empower employees to better perform their duties as a cohesive unit. We will define and discuss many questions managers ask themselves when relating to employees.

### Food Allergies (1 CEU)

What is anaphylaxis and why is it the number one cause of death in school age children and young adults? What are the food allergens most prevalent in school food settings today? How can we keep our students safe? What tools do we have within our operations to effectively implement a food allergy education and protection program? These are the main questions asked by school food operators today. In this one hour program we will not only answer these questions, but we will also develop a food allergy prevention program for you operation.

### Purchasing and the Supply Chain (3 CEU)

Learn and understand the guidelines for procurement in school food operations, as outlined in Federal Guideline 2 CFR 200. Know how to determine whether a purchase is Formal, Informal, or can be handled as a Micro Purchase. Other topics discussed are: awards and contracts, pricing mechanisms, fruit and vegetable purchasing, and the typical school bid cycle.

### Financial Principals of Food Service Management (2 CEU)

Attendees of this two hour course will gain understanding of the role financial reporting plays in the management of School Nutrition Programs. They will become familiar with the effective use of balance sheets, P&L statements and budgets. Learning to decipher financial information to enable managers to make informed program decisions, is the major take-away from this session.

### Legendary Customer Service (2 CEU)

Two hour presentation of defining what "Legendary" customer service is all about and how to implement it. Determining client needs and expectations for levels of service, breaking down the barriers of past perceptions, and delivering on patron expectations are just a few key areas attendees will learn and understand. At its conclusion the program will leave participants with a complete understanding of the definition of customer service and how it impacts participation and revenues in school food.

### Meal Pattern Regulation, Menuing, and Meal Identification (3 CEU)

This three hour course provides participants with an understanding of state and federal meal pattern requirements for breakfast, lunch, and snacks served to students under the HHFKA and SSIS guidelines in schools. Attendees will gain an understanding of these requirements and how they pertain to menu development for each specific meal. Ideas for creating menus that market meals using the Smart Lunchroom criteria for promoting healthy choices will be discussed along with techniques to implement these strategies.

### Understanding Production Sheets and Basic Weights & Measures (2 CEU)

This two hour course will provide an understanding of the importance of Production Records and the simplicity of using them correctly. Participants will be exposed to the types of information required by state and federal authorities, for school meal programs and how that information relates to accurate production records. They will see how these records relate to their jobs and make those jobs easier, by allowing them to make informed decisions regarding their daily duties of producing meals.

### Farm to School (2 CEU)

In this session participants will receive firsthand knowledge and insights into how to set-up and operate a successful Farm to School Program. Liability, marketing, funding sources, site visits, school gardens, and compliance strategies will be illustrated and discussed.

### Food Safety (4 CEU)

Learn the HACCP principals of food safety. Participants will learn these and how to set-up, monitor, and manage a HACCP Program, to insure a safe compliant operation. Understand the importance of Standard Operating Procedures in operating a safe food program. Understand the flow of food through an operation from receiving to serving and from serving to clean-up.

