

# School Nutrition Association

## Professional Standards Training Guidelines



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Professional  
Standards



# School Nutrition Association

## Professional Standards Training Guidelines

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# Professional Standards



## Training Guidelines

The United States Department of Agriculture (USDA) has established minimum Professional Standards for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards are a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and are effective July 1, 2015. The standards provide minimum education standards for new State and local school nutrition directors as well as annual training requirements for all school nutrition professionals.

### SNA Professional Development and Professional Standards

SNA's Certificate in School Nutrition and School Nutrition Specialist (SNS) Credential are aligned with USDA Professional Standards. For more information, visit:

[www.schoolnutrition.org/certificate](http://www.schoolnutrition.org/certificate)

Annual training for USDA Professional Standards counts toward continuing education requirements for maintaining SNA certificate and credentialing status.

**1 SNA Continuing Education Unit (CEU) = 1 hour of training for USDA Professional Standards**

### Purpose of SNA's Professional Standards Training Guidelines

These recommended guidelines are for SNA members and SNA State Affiliates to consider when planning training programs. Since State Agencies ultimately monitor compliance during the 3 year Administrative Review period, SNA encourages operators and SNA state affiliates to direct questions or concerns to their respective State Agencies for clarification purposes.

- ❖ Included in these guidelines are the USDA Professional Standards Learning Objectives, organized by key area and linked to specific codes.
- ❖ Additionally, SNA has created a grid that includes the USDA Professionals Standards coded topics (organized by key area) and also features other popular training topics that could count toward professional standards with the relevant coding.
- ❖ A sample training tracking grid is also included.

## USDA Professional Standards Required Annual Hours of Training

The USDA Professional Standards annual training requirements will be phased-in for School Year 2015-16 per the chart below.

Professional Standards Annual Training Hours Required	SY 2015-16	SY 2016-17
Directors	8 hours	12 hours
Managers	6 hours	10 hours
Staff	4 hours	6 hours
State Agency Directors	8 hours	15 hours
Staff (less than 20 hours)	4 hours	4 hours

Consistent with SNA's professional development programming, training for USDA Professional Standards must be in all or one of the 4 key areas listed below, depending on the individual's training goals.

**Key Area 1: NUTRITION (1000)**

**Key Area 2: OPERATIONS (2000)**

**Key Area 3: ADMINISTRATION (3000)**

**Key Area 4: COMMUNICATIONS & MARKETING (4000)**

In the final rule, USDA lists suggested topics for each level (staff, managers, directors and state agency directors), however these are suggested topics. The specific training plan and topics should be determined by the supervisor or the employee/staff with their manager/supervisor. The most important consideration is if the training is relevant to the person's job or to the next role that individual may be working towards.

### Coding of Training

- ❖ SNA encourages SNA state affiliates and anyone that oversees/provides training to code and categorize training specifically into **one** USDA Professional Standards subcategory topic. Topics should not be categorized in the broader title categories (ending in 00 and shown in yellow throughout this document).
  - Coding is not mandatory for SNA (or for USDA) but it is strongly encouraged by SNA to help operators easily identify training categories.
- ❖ If it is difficult to distinguish one specific category, please review the USDA Professional Standards Learning Objectives for further clarification. These are included.

There may also be some topics that do not fall into any of the key areas (i.e. State Association Planning Tips, Association Bylaws etc.) These do not count toward USDA Professional Standards or the SNA Certificate and Credentialing programs.

## Tracking

SNA recommends creating a training tracking spreadsheet with coding for each of your training sessions. Attendees can use the tracking sheet to easily track and identify the specific USDA Professional Standards topics they are obtaining.

A sample training tracking grid is included in this document. USDA has also developed a Training Tracking Tool available at: [www.professionalstandards.nal.usda.gov/content/professional-standards-information](http://www.professionalstandards.nal.usda.gov/content/professional-standards-information)

- ❖ For more information about USDA's Professional Standards, please refer to SNA's Professional Standards Resource: [www.schoolnutrition.org/Cert/USDAProfessionalStandards/](http://www.schoolnutrition.org/Cert/USDAProfessionalStandards/)
- ❖ Or USDA's Professional Standards website: [www.professionalstandards.nal.usda.gov/](http://www.professionalstandards.nal.usda.gov/)

## Disclaimer

*These guidelines are based on available information from USDA and every effort has been made to ensure that these guidelines are accurate. However, SNA is not responsible for alignment of the guidelines with USDA information as USDA may choose to update information at any time.*

# USDA Professional Standards Learning Objectives



*SNA is your resource for Professional Standards!*

The Professional Standards Learning Objectives lists training topics in the four key areas of Nutrition, Operations, Administration and Communications/Marketing. Each Key Area has several key topics and specific training subjects with objectives that will assist those who are planning or taking training. These same categories are used in the online USDA database of trainings as well as in the optional downloadable USDA Training Tracking Tool.

## KEY AREAS & KEY TOPICS

### Key Area 1: NUTRITION (1000)

- ✓ Menu Planning (1100)
- ✓ Nutrition Education (1200)
- ✓ General Nutrition (1300)

### Key Area 2: OPERATIONS (2000)

- ✓ Food Production (2100)
- ✓ Serving Food (2200)
- ✓ Cashier & Point of Service (2300)
- ✓ Purchasing/Procurement (2400)
- ✓ Receiving & Storage (2500)
- ✓ Food Safety & HACCP (2600)

### Key Area 3: ADMINISTRATION (3000)

- ✓ Free & Reduced Price Meal Benefits (3100)
- ✓ Program Management (3200)
- ✓ Financial Management (3400)
- ✓ Human Resources & Staff Training (3500)
- ✓ Facilities & Equipment Planning (3600)

### Key Area 4: COMMUNICATIONS & MARKETING (4000)

- ✓ Communications & Marketing (4100)

# USDA Professional Standards Learning Objectives



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## KEY AREA 1: NUTRITION (1000)

### MENU PLANNING (1100)

**Employee will be able to effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, including the use of USDA Foods, to meet all Federal school nutrition program requirements, including the proper meal components.**

1. Plan menus that meet USDA nutrition requirements for reimbursable meals, including calculating meal components.
2. Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
3. Utilize local food sources, especially Farm to School, when possible.
4. Write standardized recipes, and use Food Buying Guide.
5. Analyze menus for school meal pattern requirements.
6. Plan meals to accommodate students requiring special diets, including food allergies.
7. Plan for effective use of USDA Foods.

### NUTRITION EDUCATION (1200)

**Employee will be able to utilize resources to prepare and integrate age/grade appropriate nutrition education curriculum with school nutrition program.**

1. Plan age/grade appropriate nutrition education activities using USDA Team Nutrition materials when possible.
2. Integrate nutrition education curriculum with school nutrition program, utilizing the cafeteria as a learning environment. (Including Team Nutrition resources).
3. Support school gardens as a means to nutrition education.

### GENERAL NUTRITION (1300)

**Employee will be able to understand the Dietary Guidelines for Americans, USDA food guidance concepts and general nutrition principles.**

1. Relate the Dietary Guidelines and USDA food guidance (such as MyPlate) concepts to the goals of the school nutrition programs.
2. Understand general nutrition concepts that relate to school meals, such as whole grains, sodium, etc.

# USDA Professional Standards Learning Objectives



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## KEY AREA 2: OPERATIONS (2000)

### FOOD PRODUCTION (2100)

**Employee will be able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets.**

1. Understand and effectively prepare food using a standardized recipe.
2. Complete a food production record and other required paperwork.
3. Develop culinary skills necessary for school meal preparation.
4. Properly use and care for equipment.
5. Understand CN labeling, product formulation statements and/or appropriate crediting information for school meal pattern.

### SERVING FOOD (2200)

**Employee will be able to correctly and efficiently serve food portions to meet all USDA school meal pattern requirements and encourage healthy food selections including those for special diets.**

1. Identify/serve portions of food items according to USDA school meal pattern requirements and diet restrictions.
2. Use Offer versus Serve correctly.
3. Serve food to maintain quality and appearance standards.
4. Manage serving lines for clean and efficient operation.

### CASHIER & POINT OF SERVICE (2300)

**Employee will be able to efficiently operate and utilize a Point of Service (POS) system, ensuring correct application of reimbursable meal components, Offer versus Serve, and confidential student eligibility identification in a financially responsible manner.**

1. Count reimbursable meals according to meal pattern requirements (including Offer versus Serve) and eligibility status.
2. Use financial responsibility at Point of Service.
3. Apply proper measures to prevent overt identification of students receiving free or reduced price meals.



# USDA Professional Standards Learning Objectives



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## KEY AREA 2: OPERATIONS (2000) *con't*

### **PURCHASING/PROCUREMENT (2400)**

**Employee will be able to effectively and efficiently implement purchasing procedures and practices in order to appropriately and best utilize supplies and USDA Foods to meet menu requirements and comply with all Federal, State, and local regulations.**

1. Develop product specifications to best meet menu requirements.
2. Solicit, receive and evaluate bids for award in compliance with Federal, State, and local regulations.
3. Purchase food, supplies, and equipment through vendors, meeting school district specifications in compliance with Federal, State, and local procurement regulations and availability of USDA Foods.
4. Generate food and supply orders.
5. Identify possible cooperative purchasing groups and geographic preference options.
6. Develop and monitor contract(s) with foodservice management company and/or others.

### **RECEIVING & STORAGE (2500)**

**Employee will be able to ensure proper inventory management including correct delivery and storage of inventory, and that which has been placed on hold or recalled.**

1. Develop processes for inventory management.
2. Apply safe and effective inventory receiving and storage procedures.
3. Understand hold and recall procedures.

### **FOOD SAFETY & HACCP TRAINING (2600)**

**Employee will be able to effectively utilize all food safety program guidelines and health department regulations to ensure optimal food safety.**

1. Practice a HACCP-based program.
2. Practice general food safety procedures.
3. Practice Federal, State, and local food safety regulations and guidance.
4. Promote a culture of food safety behaviors in the school community.

# USDA Professional Standards Learning Objectives



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## KEY AREA 3: ADMINISTRATION (3000)

### FREE & REDUCED PRICE MEAL BENEFITS (3100)

Employee will be able to effectively certify, process, and verify free and reduced price meal eligibility benefits in accordance with Federal and State regulations related to nutrition programs.

1. Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.
2. Understand and practice direct certification procedures practiced by your state.

### PROGRAM MANAGEMENT (3200)

Employee will be able to effectively manage staff and resources; emergency programs; and utilize Standard Operating Procedures (SOP).

1. Manage staff work including scheduling.
2. Oversee SOP for routine operations.
3. Evaluate and utilize resources to promote a healthy school environment.
4. Develop and implement emergency and disaster plans as needed.
5. Manage water, energy, and waste.

### FINANCIAL MANAGEMENT (3300)

Employee will be able to manage procedures and records for compliance with Resource Management with efficiency and accuracy in accordance with all Federal, State, and local regulations, as well as the Administrative Review.

1. Implement a system of checks and balances to ensure accuracy and integrity of meal counting and claiming, funds collected, and record keeping.
2. Establish and document appropriate accounting procedures for all revenues and expenses, ensuring that all procedures comply with Federal, State, and local regulations and Administrative Review.
3. Prepare a budget that appropriately reflects financial goals.
4. Analyze financial statements and accounting procedures to make informed financial decisions and ensure alignment with budget and regulations.
5. Recommend prices for meals and other food items to district authorities, maintaining compliance with Federal, State, and local guidelines.
6. Communicate financial goals, status and other data to appropriate district and State authorities.

# USDA Professional Standards Learning Objectives



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## KEY AREA 3: ADMINISTRATION (3000) *con't*

### HUMAN RESOURCES & STAFF TRAINING (3400)

Employee will be able to implement human resources management practices through maintenance and familiarity with current personnel policies and procedures and support employees through training and retention strategies.

1. Understand and apply human resource management practices.
2. Implement current personnel policies and procedures.
3. Develop employee training plans, including a plan for tracking training.
4. Implement a system for retention, promotion and recognition.
5. Foster employee health, safety, and wellness.

### FACILITIES & EQUIPMENT PLANNING (3500)

Employee will be able to evaluate school nutrition program equipment and facilities to ensure maximum efficiency and availability of healthy food choices.

1. Evaluate/plan facilities and equipment to meet program goals.
2. Maintain plans for purchasing and maintaining equipment.

## KEY AREA 4: COMMUNICATIONS & MARKETING (4000)

### COMMUNICATIONS & MARKETING (4100)

Employee will be able to develop plans that include involvement with school and community members, empower school nutrition leaders and address excellent customer service.

1. Develop strategic plans and marketing plans that reflect program goals and enhance interaction with stakeholders.
2. Promote the Child Nutrition Program.
3. Empower school nutrition staff to provide excellent customer service.
4. Develop communications skills.
5. Communicate within the school and to the community through multiple approaches to inform and educate stakeholders.
6. Create an environment that engages students to select and consume healthy foods with minimum waste, including Smarter Lunchroom techniques.

**LISTING OF COURSE TOPICS BY KEY AREA, BASED ON USDA PROFESSIONAL STANDARDS TOPICS**

[www.fns.usda.gov/sites/default/files/cn/ps\\_learningtopics.pdf](http://www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf)

**KEY AREA 1: (1000) NUTRITION**

<b>(1100) Menu Planning</b>	<b>(1200) Nutrition</b>	<b>(1300) General Nutrition</b>			
(1110) USDA Nutrition Requirements	(1210) Nutrition Activities	(1310) Dietary Guidelines for Americans, MyPlate & School Nutrition			
(1120) Cycle Menus	(1220) Classroom & Cafeteria Integration	(1320) General Nutrition			
(1130) Local Foods - Farm to School	(1230) School Gardens				
(1140) Standardized Recipes					
(1150) Menu Analysis					
(1160) Special Diets, Including Food Allergies					
(1170) USDA Foods					

**KEY AREA 2: (2000) OPERATIONS**

<b>(2100) Food Production</b>	<b>(2200) Serving Food</b>	<b>(2300) Cashier &amp; Point of Service</b>	<b>(2400) Purchasing/Procurement</b>	<b>(2500) Receiving &amp; Storage</b>	<b>(2600) Food Safety &amp; HACCP</b>
(2110) Standardized Recipes	(2210) Portion Sizes/Special Diets	(2310) Reimbursable Meals	(2410) Product Specifications	(2510) Inventory Management	(2610) HACCP
(2120) Food Production Records	(2220) Offer VS Serve	(2320) POS Financial Responsibility	(2420) Bid Solicitation & Evaluation	(2520) Receiving & Storage	(2620) Food Safety - General
(2130) Culinary Skills	(2230) Maintaining Food Quality & Appearance	(2330) Free or Reduced Identification	(2430) Purchase Food, Supplies & Equipment	(2530) Hold & Recall	(2630) Federal, State & Local Food Safety Regulations
(2140) Use & Care of Equipment	(2240) Serving Lines		(2440) Food & Supplies Orders		(2640) Food Safety Culture
(2150) CN Labeling, Crediting			(2450) Cooperative Purchasing Groups		
			(2460) Contracts with FS Management Co.		

**KEY AREA 3: (3000) ADMINISTRATION**

<b>(3100) Free &amp; Reduced Price Meal Benefits</b>	<b>(3200) Program Management</b>	<b>(3300) Financial Management</b>	<b>(3400) Human Resources &amp; Staff Training</b>	<b>(3500) Facilities &amp; Equipment Planning</b>	
(3110) Eligibility	(3210) Staff Management	(3310) Meal Counting, Claiming, Managing Funds	(3410) Human Resources Management	(3510) Facility & Equipment Planning	
(3120) Direct Certification	(3220) Standardized Operating Procedures	(3320) Compliance with Regulations/Policies	(3420) Policies & Procedures	(3520) Equipment Purchasing & Maintenance	
	(3230) Healthy School Environment	(3330) Budgets	(3430) Training Plans & Tracking		
	(3240) Emergency Plans	(3340) Financial Analysis	(3440) Retention, Promotion & Recognition		
	(3250) Water, Energy & Waste	(3350) Pricing	(3450) Employee Health, Safety & Wellness		
		(3360) Communicate Financial Information			

**KEY AREA 4: (4000) COMMUNICATIONS & MARKETING**

<b>(4100) Communications &amp; Marketing</b>					
(4110) Strategic & Marketing Plans					
(4120) Program Promotion					
(4130) Customer Service					
(4140) Communication Skills					
(4150) School & Community Communication					
(4160) Smarter Lunchrooms Techniques					



# Professional Standards



## Professional Standards Training Topic Codes

- ✓ The following grid provides a list of Professional Standards training topics by key area.
- ✓ The column on the left features the original USDA Professional Standards topics and codes.
- ✓ The column on the right codes additional topics that may count toward Professional Standards.



## TRAINING TOPIC CODES

[www.fns.usda.gov/sites/default/files/cn/ps\\_learningtopics.pdf](http://www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf)

KEY AREA 1 - (1000) NUTRITION	
USDA Professional Standards	Coding for Other Training Topics
<b>(1100) Menu Planning</b>	
(1110) USDA Nutrition Requirements	(1110) Child Nutrition Reauthorization
	(1110) USDA Menu Planner
	(1110) Smart Snacks & Competitive Foods
(1120) Cycle Menus	
(1130) Local Foods - Farm to School	
(1140) Standardized Recipes	(1140) Standardized Recipes
	(1140) Whole Grains Recipes
	(1140) Chef-Inspired Recipes
(1150) Menu Analysis	(1150) Menu Planning & Analysis
	(1150) Menus with Reduced Sodium

<b>KEY AREA 1 - (1000) NUTRITION</b>	
<b>USDA Professional Standards</b>	<b>Coding for Other Training Topics</b>
<b>(1100) Menu Planning</b>	
(1160) Special Diets, Including Food Allergies	(1160) Special Diets
	(1160) Food Allergy
	(1160) Food Intolerance
(1170) USDA Foods	(1170) USDA Foods & Menus
<b>(1200) Nutrition</b>	
(1210) Nutrition Activities	(1210) Nutrition Education
(1220) Classroom & Cafeteria Integration	(1220) Breakfast in the Classroom
	(1220) Other Breakfast Options - Breakfast After the Bell, Second Chance Breakfast
	(1220) Fresh Fruits & Vegetables
(1230) School Gardens	
<b>(1300) General Nutrition</b>	
(1310) Dietary Guidelines for Americans, MyPlate & School Nutrition	(1310) MyPlate

<b>KEY AREA 1 - (1000) NUTRITION</b>	
<b>USDA Professional Standards</b>	<b>Coding for Other Training Topics</b>
<b>(1300) General Nutrition</b>	
(1320) General Nutrition	(1320) Child Nutrition
	(1320) Community Nutrition
	(1320) Family Nutrition
	(1320) Human Nutrition
	(1320) Nutrients
	(1320) Nutrition
	(1320) Vitamins & Nutrients
	(1320) Food Science
	(1320) Understanding Whole Grains
<b>KEY AREA 2 - (2000) OPERATIONS</b>	
<b>USDA Professional Standards</b>	<b>Coding for Other Training Topics</b>
<b>(2100) Food Production</b>	
(2110) Standardized Recipes - Planning, Preparation & Service	(2110) Quantity Food Preparation
(2120) Food Production Records	(2120) Food Production
	(2120) Special Diets - Production
(2130) Culinary Skills	(2130) Culinary Techniques
	(2130) Food Preparation
	(2130) Weights & Measurements



## KEY AREA 2 - (2000) OPERATIONS

USDA Professional Standards	Coding for Other Training Topics
<b>(2100) Food Production</b>	
(2140) Use & Care of Equipment	(2140) Knife Safety
(2150) CN Labeling, Crediting	(2150) How to Read a CN Food Label
	(2150) Product Formulation Statements
<b>(2200) Serving Food</b>	
(2210) Portion Sizes/Special Diets	(2210) Weights & Measurements
(2220) Offer VS Serve	
(2230) Maintaining Food Quality & Appearance	(2230) Quality Management
	(2230) Garnishing
(2240) Serving Lines	
<b>(2300) Cashier &amp; Point of Service</b>	
(2310) Reimbursable Meals	(2310) Claiming & Counting
	(2310) Recognizing a Reimbursable Meal
(2320) POS Financial Responsibility	(2320) Computer Software
	(2320) Cashiering
	(2320) Confidentiality - Student Data
	(2320) Onsite Review/CEP Accountability
(2330) Free or Reduced Identification	

## KEY AREA 2 - (2000) OPERATIONS

USDA Professional Standards	Coding for Other Training Topics
<b>(2400) Purchasing/Procurement</b>	
(2410) Product Specifications	(2410) Food Buying Guide
(2420) Bid Solicitation & Evaluation	(2420) Procurement Ethics
	(2420) Multi-Year Bids
(2430) Purchase Food, Supplies & Equipment	(2430) Procurement
	(2430) Purchasing
	(2430) Establishing Contracts with Third Party Vendors (i.e. National Buying Groups)
	(2430) USDA Foods/DOD/Diverted Foods
	(2430) Equipment
(2440) Food & Supplies Orders	(2440) Forecasting & Ordering
(2450) Cooperative Purchasing Groups	
(2460) Contracts with FS Management Co.	
<b>(2500) Receiving &amp; Storage</b>	
(2510) Inventory Management	(2510) Inventory
(2520) Receiving & Storage	
(2530) Hold & Recall	

## KEY AREA 2 - (2000) OPERATIONS

**USDA Professional Standards**

**Coding for Other Training Topics**

### (2600) Food Safety & HACCP

(2610) HACCP

(2620) Food Handler

(2620) Food Safety

(2620) Serving It Safe/ServSafe/Food Safety

(2620) Blood Borne Pathogens

(2620) Thermometers/Calibration

(2620) Hazardous Materials

(2620) Food Safety - General

(2630) Food Bio-Security

(2630) Federal, State & Local Food Safety Regulations

(2630) Food Defense

(2630) OSHA

(2640) Food Safety Culture

(2640) Promote Food Safety Behavior

## KEY AREA 3 - (3000) ADMINISTRATION

**USDA Professional Standards**

**Coding for Other Training Topics**

### (3100) Free & Reduced Price Meal Benefits

(3110) Eligibility

(3120) Direct Certification

**KEY AREA 3 - (3000) ADMINISTRATION**

**USDA Professional Standards**

**Coding for Other Training Topics**

**(3200) Program Management**

(3210) Staff Management

(3210) Professional Development

(3210) Supervising

(3210) Team Management

(3210) Personnel Management

(3210) Organizational Management

(3210) Foodservice Management

(3210) Payroll

(3210) Leadership Principles

(3210) Change Management

(3220) Standardized Operating Procedures

(3230) Healthy School Environment

(3230) Implementing Summer Programs

(3230) Implementing After School Snacks Programs

(3230) Implementing Supper Programs

(3230) Implementing Breakfast in the Classroom/Grab & Go

**KEY AREA 3 - (3000) ADMINISTRATION**

**USDA Professional Standards**

**Coding for Other Training Topics**

**(3200) Program Management**

(3240) Emergency Plans

(3250) Water, Energy & Waste

**(3300) Financial Management**

(3310) Meal Counting, Claiming, Managing Funds

(3310) Cost Management

(3310) Community Eligibility Provision

(3320) Compliance with Regulations/Policies

(3320) Regulations & Legislation

(3320) Record Keeping

(3320) Indirect Costs

(3320) Fraud/Separation of Duties

(3330) Budgets

(3330) Budget

(3330) Financial Management

(3330) Accounting

(3330) Grant Writing

(3330) Developing an Annual Business Plan

**KEY AREA 3 - (3000) ADMINISTRATION**

**USDA Professional Standards**

**Coding for Other Training Topics**

**(3300) Financial Management**

(3340) Financial Analysis

(3340) Auditing

(3340) Finance Database

(3340) Keys to Excellence - Business Planning

(3340) Using Excel for the Job

(3350) Pricing

(3360) Communicate Financial Information

**(3400) Human Resources & Staff Training**

(3410) Human Resources Management

(3410) Conflict Management

(3410) Employee Concerns

(3410) Time Management

(3410) Dealing with Difficult People

(3410) Negotiating/Resolution

**KEY AREA 3 - (3000) ADMINISTRATION**

**USDA Professional Standards**

**Coding for Other Training Topics**

**(3400) Human Resources & Staff Training**

(3420) Policies & Procedures	(3420) Ethics
	(3420) Absences from the Workplace
	(3420) Disability in the Workplace
	(3420) Discrimination in the Workplace
	(3420) Sexual Harassment
	(3420) Diversity
	(3420) Understanding Professional Standards
	(3420) Violence in the Workplace
	(3420) Hostile Work Environment
	(3420) Workplace Bullying
	(3420) Civil Rights Training
	(3420) Drug Free Workplace
	(3420) Parliamentary Procedures
(3420) Business Writing Skills/Writing Policies & Procedures	
(3430) Training Plans & Tracking	(3430) Building a Curriculum

**KEY AREA 3 - (3000) ADMINISTRATION**

**USDA Professional Standards**

**Coding for Other Training Topics**

**(3400) Human Resources & Staff Training**

(3440) Retention, Promotion & Recognition

(3440) Employee Retention

(3440) Delegating/Empowering

(3440) Building the Next Generation of School Nutrition Professionals

(3450) Employee Health, Safety & Wellness

(3450) Personal Health

(3450) Behavior Based Safety

(3450) CPR/First Aid

(3450) Stress Management

(3450) Workplace Wellness

(3450) Employee Safety - Ergonomics, Lifting, etc.

**(3500) Facilities & Equipment Planning**

(3510) Facility & Equipment Planning

(3510) Facility Design

(3510) Using Technology for the Job

(3520) Equipment Purchasing & Maintenance

(3520) Preventive Maintenance

(3520) Energy Usage

(3520) Green Schools & Sustainability

(3520) Disposal of Equipment



## KEY AREA 4 - (4000) COMMUNICATIONS & MARKETING

**USDA Professional Standards**

**Coding for Other Training Topics**

### (4100) Communications & Marketing

(4110) Strategic & Marketing Plans

(4110) Marketing

(4120) Program Promotion

(4120) Advertising

(4120) Promotion

(4120) Merchandising

(4120) Social Media

(4120) Public Affairs/Public Relations

(4120) Media Management

(4120) School Nutrition Market Trends

(4120) Partnering with a Chef

(4130) Customer Service

(4130) Understanding Your Customer

## KEY AREA 4 - (4000) COMMUNICATIONS & MARKETING

**USDA Professional Standards**

**Coding for Other Training Topics**

### (4100) Communications & Marketing

(4140) Communication Skills	(4140) Oral & Written Communication
	(4140) Presentation Training
	(4140) Public Speaking
	(4140) Business Writing
	(4140) Facilitation Skills
	(4140) Maintaining a Professional Image
	(4140) Interpersonal Skills
	(4140) Using PowerPoint for the Job
	(4140) Using Excel for the Job
(4150) School & Community Communication	(4150) Community Marketing
(4160) Smarter Lunchrooms Techniques	(4160) Nudge Marketing/Behavioral Economics/Choice Architecture



# Professional Standards



## Training Tracking Grid for USDA Professional Standards

- ✓ This sample Training Tracking Grid will assist school nutrition staff with tracking and monitoring all of their training for USDA Professional Standards. An electronic version is also available on the SNA website:

[www.schoolnutrition.org/ProfessionalStandards](http://www.schoolnutrition.org/ProfessionalStandards)

- ✓ For additional information on the United States Department of Agriculture's Professional Standards for school nutrition employees please visit:

[www.professionalstandards.nal.usda.gov](http://www.professionalstandards.nal.usda.gov)



## SNA Training Tracking Grid for USDA Professional Standards

### School Information

School Name \_\_\_\_\_

School District \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State/Territory \_\_\_\_\_

Zip \_\_\_\_\_

### Trainee

Job Title \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_



# SNA Training Tracking Grid for USDA Professional Standards

Training Title	Date	Key Area	Code	Hours Attended



Professional Standards



## SNA Training Tracking Grid for USDA Professional Standards

Training Title	Date	Key Area	Code	Hours Attended



## SNA Training Tracking Grid for USDA Professional Standards

Training Title	Date	Key Area	Code	Hours Attended

Total Number of Training Hours/Continuing Education Units (CEUs) =