



Teacher and Cook Annual Food Program Training Documentation

Contract Year 10-1-_____ to 9-30-_____

**Use this form throughout the contract year to record each time an employee completes Food Program Training.

<p>Teacher/basic Training Topics:</p> <p>Kitchen Staff Training Topics:</p>	<p><u>TEACHER/BASIC STAFF TRAINING</u></p> <p>Food Program training includes the following topics: Program Meal Patterns; Serving Sizes for All Age Groups; Creditable Foods; Meal-Service Styles; Accommodating Special Needs Diets; Point of Service Meal Counts, daily attendance counts, weekly submission requirements and monthly claiming. These employees conduct these <u>Key Activities</u> for the Food Program: Attendance/Meal Counting, and Meal Service.</p> <p><u>KITCHEN STAFF TRAINING</u></p> <p>Cook Training includes the teacher training topics PLUS the following topics: menu planning, meal production records, milk audits, necessary receipts and record retention. The kitchen staff's additional <u>Key Activities</u> are Meal Preparation, Meal Production Records and Procurement.</p>
<p>Center Name and Code – location of training:</p>	<p>Location of Training: _____</p> <p>CODE: _____</p>
<p>Name of Management Team Trainer: (use one training log per trainer. If you used Crisp videos to train, enter 'Leah Penna' as the trainer)</p>	<p>Name of Trainer: _____</p>

Employee Name	Title/Role	Employee Signature	Email	Teacher/basic Training Date Completed	Kitchen Staff Training Date Completed

***Submit this form to FP Assistance each time training is completed