



Nassau County School Board Food & Nutrition Services 2021-22 IN-SERVICE AGENDA

AUGUST 6th, 2021

Time- to be determined by manager

All links and files for training today are listed on our website under the Training section. https://www.nassau.k12.fl.us/Page/3390

For videos -Audio does not work on the new POS computers. Videos will play with subtitles; however, you may need to rotate watching the training videos on the manager station or POS laptops/tablets. You may also choose to watch videos and view links on your phone.

- Receive and/or put away USFoods groceries delivery time based on schedule provided by USFoods – use FIFO/label and organize each storage area
- Check NCSD password and reset as needed only if you did not already do this on 8/5 at Wildlight
 - Use https://passwordreset.microsoftonline.com/ to reset passwords.
 - If an employee has not signed up for the self-service reset you will have to email/call Jenine to have technology reset it. Once it is reset the employee must sign up for the self-service option.
- ➤ If you did not already turn in your Insurance form and have questions regarding plans take time to review the HR website with all the insurance and benefit information.
 - The links to the provider videos and all necessary forms are also located on the NCSB Human Resources homepage at https://www.nassau.k12.fl.us/Domain/56
 - All completed forms should be submitted to <u>Jenine</u>. The deadline to submit forms is <u>Friday</u>, August 13th.

Training Agenda:

- Team Building Activity 30 min (3440)
- Review Civil Rights video 3 min
- Review updated "Nassau County COVID19 Food/Employee Safety Standard Operating Procedures"
- Review 1st section of FNS Manual District Procedures 15 min
- Review 2nd section FNS Manual FNS Policies & Procedures 1 hour (2520,2320,2620)
 - Pay close attention to highlighted or emphasized sections
 - Can skip Meal Pattern section reviewed later in training agenda
- Review Employee Health 30 min (2630) No changes for this school year
- Review HAACP 1 hour (2610) No changes for this school year
- Review Basics 1 from New Hire Training Manual section listed below- 1 hour (2120,2110,2620)
 - 1. Handwashing- Each employee demonstrates
 - 2. Equipment/Utensils/Overall Kitchen Does not need to be reviewed unless new employees in your kitchen
 - 3. Thermometer Calibration/Storage Each employee demonstrates
 - 4. Production Records
 - Recipes
- Kitchen Safety Review 3 new videos- 15 min (3450)
 - Kitchen Safety: Preventing Slips, Trips & Falls 3:03 min https://www.youtube.com/watch?v=t1a60SeJ9Es
 - Kitchen Safety: Preventing Lifting Injuries 2:30 min https://www.youtube.com/watch?v=7lV6lzeVLO0
 - Kitchen Safety: Focusing on Safety 2:39 min https://youtu.be/VHGtPeH4tCg
- Review Meal pattern training & 2021-22 Meal Pattern Reminders & Hints 30 min (1110)
 - Each employee will compete in the Meal pattern quiz on Kahoot will be sent out through remind in the morning. Answers must be submitted by 2pm. Prizes for top 3 scores!





2021-22 IN-SERVICE AGENDA CONTINUED

Professional Development: 5 hours total

1-hour of continuing education - HAACP - 2610 HACCP

School:

- 1- hour of continuing education FNS Policies & Procedures 2520 Receiving and Storage/ 2320 Maintaining Food Quality and Appearance/ 2620 Food Safety General
- 0.5-hour of continuing education Employee Health 2630 Federal, State, and Local Health Regulations
- 0.5-hour of continuing education New Menus and Meal Pattern Reminders and Hints 1110 USDA Nutrition Requirements 1-hour continuing education Handwashing, Calibration, Production Records, Recipe 2120 Food Production Records/ 2110
- Standardized Recipes/ 2620 Food Safety General
- 0.25- hour of continuing education Kitchen Safety Review 3450 Employee Health, Safety, and Wellness
- 0.5 hour of continuing education Team Building Activity 3440 Retention, Promotion, and Recognition 0.25 hour of continuing education District Procedures 3420 Policies and Procedures

I have reviewed all policies & procedures for Food & Nutrition Services in the FNS Manual including HAACP and Employee Health, COVID procedures, and reviewed Basics 1 annual training for Handwashing/Thermometer Calibration & Storage/Production Records and Recipes and Meal Pattern training for SY 2021-22.

Name:	Signature:	Date: