



**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 NCSB 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 Jenine. The deadline to submit forms is Friday, 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
 5. 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=7IV6izeVLO0>
 - 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!**

