

School Year:

Professional Standards for School Nutrition Employees

EMPLOYEE TRAINING RECORD

Employee Name:

*Date of Hire:

Position Title:

Job Category and Annual Training Requirement:

Director	12 hours
Manager	10 hours
Staff (20 or more hours per week)	6 hours
Staff (less than 20 hours per week)	4 hours

* The training requirement in the year of hire for a mid-year hire (Jan 1, or later) is one-half the annual training hours required of the employee's job category.

Training Date	Title of Training / Subject	Training Provider	Key Area, Training Topic, Learning Objective *	Length of Training	
				Hours	Minutes

Total Hours Completed:

*See USDA website for appropriate [Key Area, Training Topic, and Learning Objective Codes](#)