

SAMPLE TRAINING AGENDA

1. General explanation of the Program

- ___ Purpose of the Program
- ___ Site eligibility (Area Data, School Data, Census Data, Income Apps etc.)
- ___ Importance of accurate records especially meal counts
- ___ Importance of organized activities at sites

2. How sites operate.

For vended sites:

- ___ Types of meals to be served and the meal pattern requirements (provide planned menus)
- ___ Delivery schedules (give exact times)
- ___ Adjustments in the number of meals delivered
- ___ Facilities for storing meals
- ___ Who to contact about problems (name and phone number)
- ___ Approved level of meal service

For self-preparation sites:

- ___ Meal pattern requirements
- ___ Inventory (use inventory forms)
- ___ Meal adjustments (use production records)
- ___ Meal preparation adjustments

3. Recordkeeping requirements

- ___ Daily recordkeeping requirements
- ___ Delivery receipts (provide sample forms)
- ___ Seconds, leftovers and spoiled meals
- ___ Daily labor – actual time spent on food service and time and attendance records
- ___ Collection of daily record forms
- ___ Maintain copies of meal service forms

4. Monitors' responsibilities (use site visit and review forms)

- ___ Duties and authority
- ___ Introduce monitors and discuss areas of assignment

5. Civil Rights requirements (use Site Supervisor's Guide)

6. Other policies/issues

- ___ What to do in inclement weather and alternate service areas
- ___ How to handle unauthorized adults trying to eat meals
- ___ How to handle discipline
- ___ Review equipment, facilities, and materials available for recreational activities
- ___ Review trash removal requirements
- ___ Discuss corrective action
- ___ Nutrition education

