

†The Initial Food Safety and Sanitation training is a pre-requisite for Food Service Directors, Kitchen Site Managers and lead food service workers. These hours do not count towards annual Professional Development hours but still need to be documented.

Professional Development Opportunities

There are so many training opportunities available – in-person conferences and workshops, live or recorded webinars, newsletters, and so much more. Many are also free of charge and self-paced.

	USDA: Food & Nutrition Service Professional Standards Database Professional Standards Trainings & Tracker Tool Over 500 trainings available from different states, colleges, and organizations. Most are FREE!	
	NDDPI: Child Nutrition and Food Distribution Required Civil Rights and Sanitation training General Operations Training School Nutrition Program Training Newsletters and Webinars UPDATES: Kitchen Counter Conversations, Across the Desk, Newsletters	 
	ND Educational Hub: Child Nutrition New Kitchen Manager modules on the Meal Pattern, Standardized recipes, and Production Records. Also includes sessions on USDA Foods, Kitchen Efficiencies and Financial Management.	
	The Institute of Child Nutrition ICN iLearn Portal	
	School Nutrition Association SNA Training Zone North Dakota School Nutrition Association NDSNA Home	 
	North Dakota Health & Human Services Food and Lodging NDHHS Food and Lodging	

Key Areas	Training Topics
1. Nutrition	Menu Planning, Cycle Menus, Standardized Recipes, Special Diets, Farm to School, USDA Foods, Dietary Guidelines for Americans
2. Operations	Production Records, CN labeling and Crediting, Offer v. Serve, Culinary Skills, Serving Food, Food Safety, HACCP, Inventory Management, Purchasing and Procurement, Product Specifications
3. Administration	Free and Reduced Eligibility, Direct Certification, Meal Counting and Claiming, Budgets, Financial Analysis, Staff Management and Training, Retention & Recognition, Equipment Purchasing
4. Communications & Marketing	Customer Service, Communication Skills, Program Promotion, Smarter Lunchroom Techniques, Strategic Marketing Plans

Email ddpicnfd@nd.gov for Training Resources for New Staff with specific job duties:

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|-------------------------|--------------------------|----------------------------------|
| - Food Service Director | - Business Manager | - Student Eligibility Specialist |
| - Kitchen Site Manager | - Procurement Specialist | - Point of Service Staff |
| - Food Service Staff | - Wellness Coordinator | and/or Meal Counter |