

Great Trays

Skills for Excellence



Introduction

The Great Trays Skills for Excellence are intended to be a tool for school nutrition professionals in Minnesota. They can be used to inventory the skills of the workforce in the school or district and identify existing curriculums that can meet the continuing education needs of staff.

The Skills were developed by the Great Trays Training Coalition, a group of four state-level organizations (Minnesota Departments of Education and Health, Minnesota School Nutrition Association and University of Minnesota Extension) to provide leadership on and improve access to professional development opportunities for school nutrition staff to support them in serving healthy meals to children. The vision of the Coalition is to foster a skilled, supported and respected school nutrition workforce in Minnesota. Refer to the list of sources at the end of this manual for a list of existing data that was used in the development of this toolkit.

The Skills for Excellence are divided according to the School Nutrition Associations Key Areas:

1. Key Area 1 Operations
2. Key Area 2 Nutrition
3. Key Area 3 Administration
4. Key Area 4 Communications/Marketing

Under each key area, the skills are divided according to job responsibility, not job title. This choice was made because of the broad range of responsibilities encompassed by similar job titles.

After the listing of the Skills is a course catalog that indexes available training for each Skill identified.

We hope you find this skills list useful.

Sincerely,

The Great Trays Training Coalition



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Great Trays Skills for Excellence

Key Area 1—Operations

For employees responsible for food production

1. Follow a standardized recipe
2. Complete a food production record and other required paperwork
3. Meet food quality standards
4. Follow the HACCP-based program to prepare foods safely
5. Take care of equipment according to a maintenance schedule
6. Work safely by following the OSHA-based employee safety program
7. Train other staff as needed
8. Recognize and manage employee illness
9. Use gloves properly to keep food safe
10. Prepare unprocessed foods including foods from local sources
11. Meet special needs for students with disabilities

For employees responsible for food service

1. Control portions of all food items
2. Use Offer Versus Serve Correctly
3. Meet food quality standards
4. Count reimbursable meals correctly
5. Follow the HACCP-based program to serve foods safely
6. Work safely by following the OSHA-based employee safety program
7. Take care of equipment according to the maintenance schedule
8. Serve students providing good customer service; contribute to marketing and food coaching programs

For employees responsible for purchasing

1. Buy foods that meet school/district standards and follow federal, state and local rules
2. Use USDA foods to help keep food costs down
3. Participate in a cooperative purchasing group to keep food costs down
4. Put products out to bid and choose the best bid while following federal, state and local rules
5. Buy foods from local sources

For employees responsible for purchasing

1. Follow rules on receiving and storage
2. Work safely by following the OSHA-based employee safety program

Key Area 2—Nutrition

For employees responsible for menu planning

1. Plan menus that meet all rules and consider cost, equipment, foods available, storage, staffing and student tastes
2. Write a standardized recipe
3. Use a cycle menu
4. Include recipes from many sources
5. Complete a nutrient analysis of menus
6. Incorporate local foods into menus

For all employees

1. Be familiar with the nutrition behind the USDA rules on school meals

Key Area 3 - Administration

For employees responsible for overall program management

1. Write purchasing rules that meet federal, state and local rules and allow for purchase of locally-sourced foods
2. Ensure all applications for meal benefits are correctly filled out and students are charged the correct price
3. Manage the process for planning menus while considering costs, product availability, equipment, storage, staffing and student tastes
4. Assure food production and service standards that keep costs down while providing quality meals
5. Develop rules for receiving and storage of orders
6. Making staffing schedules that manage costs and ensure sufficient food preparation time
7. Ensure that all workers are treated in a way that meets federal, state and local regulations and any union contracts
8. Write a school nutrition staff handbook
9. Develop a HACCP-based food safety and sanitation program that meets federal, state, and local rules
10. Develop an OSHA-based employee safety program that meets federal, state, and local rules
11. Make sure employees are getting regular updates from managers
12. Make sure staff have the computer tools they need

13. Make sure workers are ready in case there is an emergency or disaster

14. Ensure all customers are treated in a way that complies with civil rights laws and regulations

For employees responsible for staff training

1. Make sure new employees are properly trained

2. Make sure all employees are gaining new skills as they need them

3. Tell staff about ways to get involved in professional groups

For employees responsible for facilities and equipment planning

1. Design and plan the kitchen and cafeteria to meet the goals of the nutrition program

2. Write plans for buying and taking care of equipment

3. Plan a serving line that helps students to make healthier choices

4. Plan a serving line so that students wait less than five minutes

For employees responsible for financial management

1. Make a budget that balances money in with money out

2. Set prices that follow federal, state and local rules

3. Keep food and labor costs within the budget

4. Keep all the necessary financial paperwork

5. Review the budget from time-to-time and make changes

6. Talk with administrators, staff and others about the budget

7. Apply for grants that work for your program

Key Area 4 – Communications/Marketing

For employees responsible for marketing

1. Make ways to listen to students and parents

2. Let everyone know about the healthy menus being served and local foods being bought

3. Make sure the students are getting good customer service

4. Add programs that help students eat better and make money for the department

For employees responsible for nutrition education

1. Go to school wellness council meetings and share information about the nutrition program

2. Make Use of the ChooseMyPlate materials in the program

3. Set up a food coaching program

Great Trays Skills for Excellence Course Guide

Abbreviation Key

CORE	Course that may be used to fulfill the core course requirement for the certification program with School Nutrition Association . Core Course hours may be used for Key Area hours or CEUs
KEY	Resource that may be used for key area hours for advancement through the certification program with School Nutrition Association . Key area hours may be used for CEUs. Key area hours may NOT be used to fulfill Core requirements.
CEU	CEU stands for Continuing Education Units and reflect job-related growth experience. The documentation for CEUs must be maintained by the learner. CEUs may not be used for Core requirements or Key Area hours.
Online	This is a course or resource available for self-directed learning.
Webinar	A pre-recorded session that you may view and listen.
In-person	A session that is offered by an in-person, certified trainer.

Key Area 1—Operations

Organization	Course Title	Credit	Format
For employees responsible for food production			
1. Follow a standardized recipe			
NFSMI	Cooking for the New Generation	CEU	Online
NFSMI	Measuring Success with Standardized Recipes	CEU	Online
NFSMI	Practical Skills for Preparing Quality Meals	CEU	Online
NFSMI	On the Road to Professional Food Preparation	CEU	Online
2. Complete a food production record and other required paperwork			
MN Dept of Ed	Food Production Records	CEU	Online
NFSMI	Food Production Records—Why?	CEU	Online
3. Meet food quality standards			
NFSMI	Nutrition 101: A Taste of Food and Fitness	CEU	Online
NFSMI	Effect of Batch Cooking on Food Quality	CEU	Online
NFSMI	Cooking for the New Generation	CEU	Online
NFSMI	Practical Skills for Preparing Quality Meals	CEU	Online
NFSMI	Culinary Techniques for Healthy School Meals	CEU	Online
U of M Extension	Keeping Kids from Falling Short: A New Look at Fruits and Vegetables in the School Cafeteria	CEU	In-person
U of M Extension	Keeping Kids from Falling Short: Introducing Whole Grain Foods in the School Cafeteria	CEU	In-person
U of M Extension	Produce Safety University	CEU	In-person
4. Follow the HACCP-based program to prepare foods safely			
NFSMI	Serving it Safe	CEU	Online
U of M Extension	Initial and Renewal of Food Manager Certification ServSafe®	KEY	In-person
NFSMI	Food Safety Standard Operating Procedures	CEU	Online
NFSMI	Developing a School Food Safety Program	CEU	Online
SNA*	Food Safety & Sanitation & Safety Core Course	KEY	Online
SNA*	Food Safety for Food Handlers	KEY	Online
SNA*	Food Manager Certification Preparation Course	KEY	Online

SNA*	HACCP – Operators Course	KEY	Online
5. Take care of equipment according to a maintenance schedule			
NFSMI	Serving it Safe	CEU	Online
U of M Extension	Initial and Renewal of Food Manager Certification ServSafe®	KEY	In-person
U of M Extension	Basic/Advanced Cleaning & Sanitizing Procedures for Food Service	CEU	Online
6. Work safely by following the OSHA-based employee safety program			
NFSMI	Working Safe	CEU	Online
SNA*	Bundle 1 – Basic First Aid, Fire Safety, and Hand Safety	KEY	Online
SNA*	Bundle 2 – Behavior Based Safety, Hazard Communication, and Emergency Response	KEY	Online
7. Train other staff as needed			
NFSMI	Tools and Tips for Trainers	CEU	Online
8. Recognize and manage employee illness			
Iowa State Univ	Safe Food Handler (Video)	CEU	Online
FDA	Reducing Foodborne Illness Risk Factors in Food Service and Retail Establishments	CEU	Online
9. Use gloves properly to keep food safe			
Iowa State Univ	Glove Use: Why, When, What	CEU	Online
Iowa State Univ	Glove Use in Retail Foodservice Establishments	CEU	Online
10. Prepare unprocessed foods including foods from local sources			
NFSMI	Culinary Techniques for Healthy School Meals	CEU	Online
U of M Extension	Produce Safety University	CEU	In-person
Team Nutrition	Fruit and Vegetable Safety	CEU	Online
U of M Extension	Farm to School: So Fresh, So Easy Prepping Your Farm to School Items	CEU	Online
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
11. Meet special needs for students with disabilities			
NFSMI	Update on Inborn Errors of Metabolism	CEU	Online
USDA	Accommodating Children with Special Dietary Needs in the School Nutrition Programs	CEU	Online
U of M Extension	Food Allergen Training for Food Service Employees	CEU	Online
Allergy Ready	How to C.A.R.E. for Students with Food Allergies	CEU	Online
SNA*	Teamwork is Key to Successful Food Allergy Program	CEU	Webinar

SNA*	Managing Food Allergies in Schools: Understanding the Fundamentals	CEU	Webinar
SNA*	Managing Food Allergies in Schools: Developing Policy	CEU	Webinar
SNA*	Managing Food Allergies in Schools: Implementing Policy	CEU	Webinar
For employees responsible for food service			
1. Control portions of all food items			
NFSMI	Measuring Success with Standardized Recipes	CEU	Online
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
2. Use Offer Versus Serve Correctly			
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
3. Meet food quality standards			
NFSMI	Cooking for the New Generation	CEU	Online
NFSMI	On the Road to Professional Food Preparation	CEU	Online
NFSMI	Culinary Techniques for Healthy School Meals	CEU	Online
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	KEY	Online
SNA*	Buying the Right Produce at the Right Price	CEU	Webinar
4. Count reimbursable meals correctly			
MN Dept of Ed	Claims and Reimbursement	CEU	Online
5. Follow the HACCP-based program to serve foods safely			
NFSMI	Serving it Safe	CEU	Online
U of M Extension	Initial and Renewal of Food Manager Certification ServSafe®	KEY	In-person
NFSMI	Developing a School Food Safety Program	CEU	Online
Iowa State Univ	Time and Temperature	CEU	Online
Iowa State Univ	Cleaning and Sanitizing	CEU	Online
U of M Extension	Food Safety Employee Training	CEU	Online
U of M Extension	Online Interactive Food Safety Modules	CEU	Online
SNA*	Managing Food Safety When Handling Fresh Produce in Schools	CEU	Webinar
6. Work safely by following the OSHA-based employee safety program			
NFSMI	Working Safe	CEU	Online
7. Take care of equipment according to the maintenance schedule			
NFSMI	Serving it Safe	CEU	Online

U of M Extension	Initial and Renewal of Food Manager Certification ServSafe®	KEY	In-person
U of M Extension	Basic/Advanced Cleaning & Sanitizing Procedures for Food Service	CEU	Online
8. Serve students providing good customer service; contribute to marketing and food coaching programs			
NFSMI	Focus on the Customer	CEU	Online
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
NFSMI	Foodservice Assistant...You Are Important	CEU	Online
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
Team Nutrition	Changing the Scene: Improving the School Nutrition Environment	CEU	Online
Team Nutrition	Fruits & Vegetables Galore: Helping Kids Eat More	CEU	Online
Team Nutrition	Making it Happen! School Nutrition Success Stories	CEU	Online
Team Nutrition	Maximizing the Message: Helping Moms and Kids Make Healthier Food Choices	CEU	Online
U of M Extension	Farm to School: So Fresh, So Easy Promoting Your Farm to School Items	CEU	Online
NFSMI	Marketing Your School Nutrition Program	CEU	Online
NFSMI	Real Time Marketing	CEU	Webinar
For employees responsible for purchasing			
1. Buy foods that meet school/district standards and follow federal, state and local rules			
NFSMI	State Agency Guidance on Procurement	CEU	Online
NFSMI	First Choice: A Purchasing Manual for School Food Service	CEU	Online
SNA*	SNA Supply Chain Toolkit	CEU	Online
2. Use USDA foods to help keep food costs down			
USDA	USDA Foods Toolkit	CEU	Online
U of M Extension	Getting to WOW: Simple Steps to a Great Menu	CEU	Online
3. Participate in a cooperative purchasing group to keep food costs down			
U of M Extension	Getting to WOW: Simple Steps to a Great Menu	CEU	Online
4. Put products out to bid and choose the best bid while following federal, state and local rules			
NFSMI	First Choice: A Purchasing Manual for School Food Service	CEU	Online
5. Buy foods from local sources			
MSNA	Farm to School	CEU	In-person
U of M Extension	Farm to School: So Fresh, So Easy	CEU	Online

SNA*	Applying Good Agricultural Practices (GAPS) to Farm to School and School Gardens	CEU	Webinar
For employees responsible for purchasing			
1. Follow rules on receiving and storage			
NFSMI	Ensuring Traceability of Fresh Produce	CEU	Online
NFSMI	Guidelines for Inventory Management and Tracking	CEU	Online
NFSMI	Inventory Management	CEU	Online
2. Work safely by following the OSHA-based employee safety program			
NFSMI	Working Safe	CEU	Online

Key Area 2—Nutrition

Organization	Course Title	Credit	Format
For employees responsible for menu planning			
1. Plan menus that meet all rules and consider cost, equipment, foods available, storage, staffing and student tastes			
NFSMI	New Meal Pattern	CEU	Online
NFSMI	The New School Meal Patterns: What You Need to Know	CEU	Webinar
SNA*	We Can Do This: Advice and Resources for Meeting the New Meal Pattern	CEU	Online
2. Write a standardized recipe			
NFSMI	Measuring Success with Standardized Recipes	CEU	Online
NFSMI	Building Quality Meals: Standardized Recipe and Portion Control	CEU	Webinar
Iowa State	HACCP-based recipe standardization and product acceptance	CEU	Online
3. Use a cycle menu			
U of M Extension	Getting to WOW: Simple Steps to a Great Menu	CEU	Online
Kansas Dept of Ed	Healthier Kansas Menus	CEU	Online
Ohio Dept of Ed	Menus that Move	CEU	Online
4. Include recipes from many sources			
Team Nutrition	USDA Recipes for Schools	CEU	Online
NFSMI	Cooks for Kids	CEU	Webinar
Idaho Dept of Ed	Cooking with Whole Grains	CEU	Online
Framingham State University	For the Health of It, Kid Approved Recipe Contest	CEU	Online
NFSMI	Whole Grains in Child Nutrition Programs	CEU	Online
Let's Move	Recipes for Healthy Kids	CEU	Online
5. Complete a nutrient analysis of menus			
Team Nutrition	Nutrient Analysis Protocols: How to Analyze Menus for USDA's School Meals Programs	CEU	Online
Team Nutrition	The Road to SMI Success – A Guide for School Foodservice Directors	CEU	Online
6. Incorporate local foods into menus			
U of M Extension	Getting to WOW: Simple Steps to a Great Menu	CEU	Online

U of M Extension	Farm to School: So Fresh, So Easy	CEU	Online
MSNA	Farm to School	CEU	In-person
NFSMI	Salad Bars in School Nutrition Programs	CEU	Webinar
U of M Extension	Produce Safety University	CEU	In-person
U of M Extension	Keeping Kids from Falling Short: A New Look at Fruits and Vegetables in the School Cafeteria	CEU	In-person
Team Nutrition	Fruits & Vegetables Galore: Helping Kids Eat More	CEU	Online
Team Nutrition	Eat Smart-Farm Fresh! A Guide to Buying and Serving Locally-Grown Produce in School Meals	CEU	Online
NFSMI	Cooks for Kids: Cooking Green Across American	CEU	Webinar
Community Food Security Coalition	Delivering More: Scaling Up Farm to School Programs	CEU	Online
Center for EcoLiteracy	Rethinking School Lunch Guide	CEU	Online
For all employees			
1. Be familiar with the nutrition behind the USDA rules on school meals			
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
U of M Extension	Getting to WOW: Simple Steps to a Great Menu	CEU	Online

Key Area 3—Administration

Organization	Course Title	Credit	Format
For employees responsible for overall program management			
1. Write purchasing rules that meet federal, state and local rules and allow for purchase of locally-sourced foods			
NFSMI	First Choice: A Purchasing Manual for School Food Service	CEU	Online
U of M Extension	Produce Safety University	CEU	In-person
NFSMI	Food Safety Standard Operating Procedures	CEU	Online
2. Ensure all applications for meal benefits are correctly filled out and students are charged the correct price			
MN Dept of Ed	Claims and Reimbursement	CEU	Online
3. Manage the process for planning menus while considering costs, product availability, equipment, storage, staffing and student tastes			
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
U of M Extension	Getting to WOW: Simple Steps to a Great Menu	CEU	Online
NFSMI	The New School Meal Patterns: What You Need to Know	CEU	Webinar
4. Assure food production and service standards that keep costs down while providing quality meals			
NFSMI	Food Production Records – Why?	CEU	Online
MN Dept of Ed	Food Service Operations	CEU	Online
5. Develop rules for receiving and storage of orders			
NFSMI	Guidelines for Inventory Management and Tracking	CEU	Online
NFSMI	Inventory Management	CEU	Online
6. Making staffing schedules that manage costs and ensure sufficient food preparation time			
NFSMI	Building Human Resource Management Skills Training Kits	CEU	Online
7. Ensure that all workers are treated in a way that meets federal, state and local regulations and any union contracts			
NFSMI	Building Human Resource Management Skills Training Kits	CEU	Online
SNA*	Sexual Harassment for Managers Course	KEY	Online
SNA*	Bundle 3 – Absences from the Workplace, Drug Free Workplace, and Hiring and Lawful Termination	KEY	Online
SNA*	Bundle 4 – Discrimination Free Workplace, Ethics, and Disability in the Workplace	KEY	Online
SNA*	Bundle 5 – Employee Concerns, Sexual Harassment for Employees, and	KEY	Online

	Violence in the Workplace		
8. Write a school nutrition staff handbook			
NFSMI	Building Human Resource Management Skills Training Kits	CEU	Online
9. Develop a HACCP-based food safety and sanitation program that meets federal, state, and local rules			
NFSMI	Developing a Food Safety Program Using the Process Approach	CEU	Webinar
NFSMI	Developing a Food Safety Program	CEU	Online
10. Develop an OSHA-based employee safety program that meets federal, state, and local rules			
NFSMI	Employee Health and Personal Hygiene for Child Nutrition Professionals	CEU	Online
MN Dept of Labor & Industry	Occupational Safety and Health	CEU	Online
11. Make sure employees are getting regular updates from managers			
NFSMI	Building Human Resource Management Skills Training Kits	CEU	Online
NFSMI	Growing Your Professional Skills	CEU	Online
NFSMI	Growing Your Professional Skills Webinars	CEU	Webinar
12. Make sure staff have the computer tools they need			
NFSMI	Building Human Resource Management Skills Training Kits	CEU	Online
13. Make sure workers are ready in case there is an emergency or disaster			
NFSMI	Responding to a Food Recall	CEU	Online
NFSMI	Emergency Management	CEU	Webinar
14. Ensure all customers are treated in a way that complies with civil rights laws and regulations			
MN Dept of Ed	Civil Rights	CEU	Online
For employees responsible for staff training			
1. Make sure new employees are properly trained			
NFSMI	Foundations for Training Excellence	CEU	Online
NFSMI	Tools and Tips for Trainers	CEU	Online
NFSMI	Building a Professional Team	CEU	Online
NFSMI	Building a Professional Team Webinars	CEU	Online
2. Make sure all employees are gaining new skills as they need them			
NFSMI	Building Human Resource Management Skills Training Kits	CEU	Online
NFSMI	Building a Professional Team	CEU	Online
NFSMI	Building a Professional Team Webinars	CEU	Online

3. Tell staff about ways to get involved in professional groups			
NFSMI	Building a Professional Team	CEU	Online
NFSMI	Building a Professional Team Webinars	CEU	Online
For employees responsible for facilities and equipment planning			
1. Design and plan the kitchen and cafeteria to meet the goals of the nutrition program			
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
NFSMI	Equipment Purchasing and Facility Design for School Nutrition Programs	CEU	Online
Cornell U	Creating Smarter Lunchrooms Online Course	CEU	Online
Montana Team Nutrition	Creating Positive and Pleasant Mealtimes for Students and Early Childhood Programs	CEU	Online
Maryland Dept of Ed	ReFresh Toolkit	CEU	Online
2. Write plans for buying and taking care of equipment			
NFSMI	Using Equipment Safely and Effectively	CEU	Online
3. Plan a serving line that helps students to make healthier choices			
Cornell U	Creating Smarter Lunchrooms Online Course	CEU	Online
Montana Team Nutrition	Creating Positive and Pleasant Mealtimes for Students and Early Childhood Programs	CEU	Online
Maryland Dept of Ed	ReFresh Toolkit	CEU	Online
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
Team Nutrition	Fruits & Vegetables Galore: Helping Kids Eat More	CEU	Online
4. Plan a serving line so that students wait less than five minutes			
NFSMI	Equipment Purchasing and Facility Design for School Nutrition Programs	CEU	Online
Cornell U	Creating Smarter Lunchrooms Online Course	CEU	Online
Montana Team Nutrition	Creating Positive and Pleasant Mealtimes for Students and Early Childhood Programs	CEU	Online
For employees responsible for financial management			
1. Make a budget that balances money in with money out			

NFSMI	Effective Financial Management Practices	CEU	Webinar
NFSMI	Elements of Effective Financial Management	CEU	Webinar
NFSMI	Financial Management: A Course for School Food Service Directors	CEU	Online
NFSMI	Financial Management Webinars	CEU	Webinar
2. Set prices that follow federal, state and local rules			
NFSMI	Financial Management: A Course for School Food Service Directors	CEU	Online
3. Keep food and labor costs within the budget			
NFSMI	Financial Management: A Course for School Food Service Directors	CEU	Online
NFSMI	Financial Management Webinars	CEU	Webinar
4. Keep all the necessary financial paperwork			
NFSMI	Financial Management: A Course for School Food Service Directors	CEU	Online
NFSMI	Financial Management Webinars	CEU	Webinar
5. Review the budget from time-to-time and make changes			
NFSMI	Financial Management: A Course for School Food Service Directors	CEU	Online
NFSMI	Financial Management Webinars	CEU	Webinar
6. Talk with administrators, staff and others about the budget			
NFSMI	Financial Management: A Course for School Food Service Directors	CEU	Online
NFSMI	Financial Management Webinars	CEU	Webinar
7. Apply for grants that work for your program			
USDA	Grant Writing Resources	CEU	Online
Penn State Univ	Getting Funded: Writing a Successful Qualitative Small Projects Proposal	CEU	Online
SPARK	Grant Resources: Grant Writing Tips	CEU	Online

Key Area 4—Communications/Marketing

Organization	Course Title	Credit	Format
For employees responsible for marketing			
1. Make ways to listen to students and parents			
NFSMI	Focus on the Customer	CEU	Online
NFSMI	Go for the Gold with Customer Service	CEU	Online
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
NFSMI	Foodservice Assistant...You Are Important	CEU	Online
2. Let everyone know about the healthy menus being served and local foods being bought			
NFSMI	Communication Tools for School Nutrition Programs	CEU	Online
Team Nutrition	Changing the Scene: Improving the School Nutrition Environment	CEU	Online
Team Nutrition	Making it Happen! School Nutrition Success Stories	CEU	Online
Team Nutrition	Maximizing the Message: Helping Moms and Kids Make Healthier Food Choices	CEU	Online
U of M Extension	Farm to School: So Fresh, So Easy Promoting Your Farm to School Items	CEU	Online
NFSMI	Marketing Your School Nutrition Program	CEU	Online
NFSMI	Real Time Marketing	CEU	Webinar
SNA*	Marketing 101	KEY	Online
3. Make sure the students are getting good customer service			
NFSMI	Focus on the Customer	CEU	Online
NFSMI	Go for the Gold with Customer Service	CEU	Online
MSNA	Nutrition Building Blocks for Great Trays	KEY	In-person
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
NFSMI	Foodservice Assistant...You Are Important	CEU	Online
4. Add programs that help students eat better and make money for the department			
NFSMI	In Classroom Breakfast Programs: Best Practices	CEU	Online
For employees responsible for nutrition education			
1. Go to school wellness council meetings and share information about the nutrition program			

Team Nutrition	Local Process: How to Develop, Implement, and Evaluate a Wellness Policy	CEU	Online
Alliance for a Healthier Generation	School Wellness Council Toolkit	CEU	Online
Florida Dept of Ed	Charting Your School's Course to Wellness: Creating a Healthy School Team	CEU	Online
2. Make Use of the ChooseMyPlate materials in the program			
USDA	MyPlate Community Toolkit	CEU	Online
3. Set up a food coaching program			
U of M Extension	Getting to WOW: Preparing Great Food, Promoting Great Trays	CEU	Online
SNA*	Food Coaching	CEU	Online
Hopkins Public Schools	Food Coach Manual	CEU	Online

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