
CHILD NUTRITION PERSONNEL TRAINING (CNS-P001)
DCSS – Child Nutrition Services

1.0 SCOPE:

- 1.1 This procedure applies to newly hired and current personnel in Child Nutrition Services.

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2.0 RESPONSIBILITY:

- 2.1 Coordinator of Child Nutrition Services

3.0 APPROVAL AUTHORITY:

- 3.1 Coordinator of Child Nutrition Services

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
4.2 CNS – Child Nutrition Services

5.0 PROCEDURE:

- 5.1 All newly hired Child Nutrition Assistants and site supervisors are required to complete the Sixty (60) hour O.N.E. (Orientation for New Employees).
- 5.1.1 The orientation program, which is required by the Georgia Department of Education, and related information, can be accessed through “www.doe.k12.ga.us/nutrition/netmain.html”.
- 5.1.2 This training must be completed prior to one year from the date of hire. Although, every effort is made to have this training completed as soon as possible.
- 5.1.3 This training consists of a variety of self study courses including video tapes and workbooks.
- 5.1.4 It is the responsibility of the Site Supervisor of the new employee to coordinate the O.N.E. program.
- 5.1.5 The Site Supervisor is responsible for retrieving the proper training materials by signing them out at the Child Nutrition Services offices and ensuring their use and safe return upon completion.
- 5.1.6 The Child Nutrition Services office maintains a log indicating which locations and supervisors are in possession of the training materials.
- 5.1.7 The orientation consists of training modules for various topics. Upon completion of all training modules, the state department of education will issue a certificate of completion to the employee.
- 5.1.7.1 The employee maintains a certificate of this training from the state and a copy will be maintained by the Child Nutrition Services department.
- 5.1.8 The Child Nutrition Services department is required to submit a list of newly qualified personnel along with the date that the O.N.E. training was completed to the state Department of Education.

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5.2 The Child Nutrition Services Department must offer a minimum of Twelve (12) hours of training each year. This training is typically conducted in two (2) segments consisting of Six (6) hours each. The first segment is usually conducted during “summer months. The second segment is then scheduled sometime in to the school year as time allows.

5.2.1 The topics of training for the annual Twelve (12) hours of training are selected by the Coordinator of Child Nutrition Services and depend on the needs of the department and/or requirements of the state.

5.3 In order to be a Site Supervisor in Child Nutrition Services an individual must first complete modules SL-1 through SL-4 of the training plan designated by the state department of education. Documentation of this training is listed on the salary worksheet, which is maintained in the Payroll Department.

5.3.1 Each Site Supervisor must complete at least one advanced course in the training program every three (3) years and maintain a current SNA certification issued by the School Nutrition Association.

5.4 Miscellaneous training is offered by Child Nutrition Services as the need arises. Records of the training are maintained.

6.0 ASSOCIATED DOCUMENTS:

6.1 Training Certificates

6.2 Training Material Sign-Out Sheet – Form No. CNS-F001

6.3 Miscellaneous Training Records

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Training Certificates & Records	Hard Copy in the employee’s file in CNS	Employment duration plus three years minimum	Back-up copies held by the state	Shred after retention has been met
Training Material Sign Out Sheet	Hard Copy in CNS	One year, minimum	Not required. No effect on the system.	Discard as desired after retention

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
21-Mar-03	B	Change in Section 5.2
11-Oct-03	C	Change in 7.0; training certificates & records will be filed in CNS
04-Nov-05	D	Changed title in 2.1, 3.1 and 5.2.1. Made changes in 5.1.7, 5.2, 5.2.1 and 5.3.1. Deleted section 5.3.2.

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