

# IOWA STATE UNIVERSITY

Extension and Outreach



## **Food Safety Resources and Other School Meal Program Training Opportunities 2012**

### **Hotel, Restaurant and Institution Management Program**

<http://www.extension.iastate.edu/hrim>

### **Bureau of Nutrition, Health and Transportation Services**

<http://educateiowa.gov>

## **HACCP Help for Schools**

[www.schoolhaccp.org](http://www.schoolhaccp.org)

### **Standard Operating Procedure Templates**

For restaurants, schools, assisted living, and child care.

[www.iowahaccp.iastate.edu](http://www.iowahaccp.iastate.edu)

### **24/7 Training Availability**

With online staff and manager training modules, podcasts, streaming videos, and Flash Animations and more at [www.iowafoodsafety.org](http://www.iowafoodsafety.org), click on “Education and Training”.

**HACCP in Retail Foodservice.** Prepare your organization with a food safety plan based on HACCP principles using this narrated set of presentations. Cost: \$25

[www.ucs.iastate.edu/mnet/haccpretail/home.html](http://www.ucs.iastate.edu/mnet/haccpretail/home.html)

### **Face-to-Face Training Programs**

Offered by ISU Extension Nutrition and Health Specialists,

[www.extension.iastate.edu/healthnutrition](http://www.extension.iastate.edu/healthnutrition).

**SafeFood©** - A 2- to 4- hour customized session covering basic employee health, food handling and cleaning/sanitizing practices.

Cost: \$25-\$35 per person

**ServSafe®** - This 8-hour certification program of the National Restaurant Association Educational Foundation meets Iowa Code requirements. ISU Extension and Outreach partners with the Iowa Restaurant Association to offer this program. See [www.iowafoodsafety.org](http://www.iowafoodsafety.org) for list of upcoming courses.

Cost: \$135—\$150 per person

### **Specific Questions?**

Contact Catherine Strohbehn, HRIM extension specialist

[cstrohbe@iastate.edu](mailto:cstrohbe@iastate.edu) or 515 294-3527 OR

Sandra Fiegen at [Sandra.fiegen@iowa.gov](mailto:Sandra.fiegen@iowa.gov) or 319-377-1898

## **School Meal Program Training Opportunities**

Each year, the Department of Education Bureau of Nutrition, Health and Transportation Services partners with Iowa State University Extension to provide continuing education to those involved in child nutrition programs in Iowa school districts.

The following courses will be offered in 2012 at the Scheman Continuing Education Center in Ames. More information and registration can be found at: [www.cpm.iastate.edu/Upcoming](http://www.cpm.iastate.edu/Upcoming)

### **June 11, 2012**

ServSafe® (\$140) - Certification Course

### **June 12, 2012**

HACCP 101 Workshop (\$75)

### **June 13, 2012**

Manager Updates (\$75)

### **June 26-28, 2012**

Procurement Workshop (\$125)

### **July 9-10, 2012**

Financial Management Workshop (\$125)

### **July 24-25, 2012**

Healthy Meals Workshop (\$125)

### **July 26-27, 2012**

Orientation for New Managers (\$100)

## School Summer Short Courses and Workshops 2012

The Bureau of Nutrition, Health and Transportation Services and Iowa State University Extension will be offering seven workshops this summer. We will start off in June with a focus on food safety.

On June 11, the food safety certification course developed by the National Restaurant Association Educational Foundation and recognized by the Conference on Food Protection, **ServSafe®**, will be offered. Participants will sit for the certification exam at the end of the day. Iowa regulations require the person in charge of a foodservice to have demonstrated knowledge of food safety principles; ServSafe® certification is one way to demonstrate this knowledge. Certificates are valid for five years.

A workshop offered June 12 will focus on the Process Approach to **HACCP**. HACCP 101 is an interactive workshop that will provide an opportunity for school foodservice managers to review and evaluate their district's food safety plans. Both workshops are facilitated by a food safety expert from Iowa State University and Bureau Consultants.

**Manager's Update** this year will focus on questions and answers surrounding the Child Nutrition Reauthorization regulations and the new meal patterns. This workshop will be held on June 13<sup>th</sup>.

June 26, 27 and half of the day, June 28, we will host the **Procurement Workshop** facilitated by the National Food Service Management Institute (NFSMI). This is the same workshop offered last year at 6 different locations throughout the state. Managers and others involved in purchasing and receiving of products should attend this workshop to gain a better understanding of correctly obtaining food and services with Federal money.

The **Food Buying Guide Workshop** will not be held this year. Online instructional materials are available, and a new online calculator can be accessed by clicking on the title at <http://teamnutrition.usda.gov/>.

On July 9-10, the **Financial Management Seminar** will again be available for foodservice managers/directors, school business officials, and others involved in financial decisions. Participants will determine how to manage the costs of operating a school food service program and will receive NFSMI-developed materials including a manual with case studies and step-by-step helpful formulas.

The **Healthy School Meals Workshop**, scheduled for July 24-25, is interactive, with participants engaging in planning, serving, and documentation of healthy school meals following the guidance materials developed by USDA and other resources available to schools. The new meal pattern will be incorporated into participant activities. The summer workshop series will end with the **New Managers Orientation** on July 26-27. Those who will be undertaking new supervisory responsibilities or persons fairly new to kitchen or program management should attend this workshop to learn the basics of running a child nutrition program. This workshop is offered at a discounted rate (\$100 for two days).

Please register for each workshop separately, and read the descriptions below for more information. The following list describes the content, the intended audience, cost, timeframes, and locations. Online registration is available at <http://www.ucs.iastate.edu/mnet/schoolfoods/home.html>

If you are unable to register online, please call Registration Services at 515-294-6222 or email [registrations@iastate.edu](mailto:registrations@iastate.edu). They will work with you to complete the registration process within the deadlines for each workshop. There will be no guarantee of your acceptance with a late registration.

Other registration details:

- The registration fee includes all breaks, meals, and training materials.
- There will be a \$15.00 processing fee retained for cancellations. If cancellation occurs less than one week prior to the class, there will be **no refund but substitutes are welcome**. Be sure to note the name of the contact person with registration services, date of cancellation, and name of substitute if circumstances require this action.
- Send a separate check for each class.
- Make check or money order payable to Iowa State University.
- Send check or money order to **Registration Services, 117 Printing Building, Iowa State University, Ames, Iowa 50011, Tel: 515-294-6222**. Please call if attempting to register late. There will be no guarantee of your acceptance with a late registration.
- Classes are subject to space availability and may be cancelled if the minimum number of registrations is not received by the deadline. If a class is cancelled due to low numbers, you will not be charged the processing fee mentioned above.

**The registration deadlines are important** because classes may have limited enrollment or be cancelled if not enough enroll. Please Register Early!! If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.

**\*\*REGISTRATION DEADLINE FOR SERVSAFE is May 25, 2012 (to allow time to mail materials and book to participants)**

**\*\*REGISTRATION DEADLINE FOR HACCP 101 and MANAGER'S UPDATE is June 1, 2012.**

## **Class: Food Safety - ServSafe® Certification Course**

**Date:** June 11, 2012

**Time:** Registration at 7:30 AM

Class 8:00-4:00, Certification Exam from 4:00 – 5:30 PM

**Location:** Scheman Building, Iowa State University

**Cost:** \$140 includes lunch, breaks, ServSafe® Coursebook and testing materials.

**Audience:** School foodservice directors, managers and supervisors as well as staff involved in food production should attend. This course is an excellent way to become recertified if your current certification has expired.

Course information is based on *Food Code 2005 and Food Code 2009*.

### **Description:**

*Food Code 2009* will be adopted by the state of Iowa in July 2012. Participants will learn about safe practices as food flows through a foodservice related to handling and cleaning and sanitizing. ServSafe® Course books will be sent to registered participants prior to the workshop. *It is expected these are reviewed prior to the session.* Participants *must* bring their books to the workshop as the certification exam answer form is included in the book. There will be NO extra books or exam forms at the workshop for those who have forgotten. The exam time cannot be changed.

SNA CEU's: 6\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll).

**Maximum Class Size:** 50

## **Class: Food Safety- HACCP 101**

**Date:** June 12, 2012

**Time:** Registration at 8:00 AM

Class from 8:30-4:00

**Location:** Scheman Building, Iowa State University

**Cost:** \$75 includes lunch, materials and break

**Audience:** Persons in charge of school meals program and district HACCP team members

**Description:** This course will review foundation knowledge the about HACCP and the USDA Guidelines for the Process Approach to HACCP. Registrants should have basic knowledge and understanding of food safety standards and sanitation principles and implemented prerequisite programs in their districts. Ideally, registrants have earned ServSafe® Certification or taken the class. This course will also provide an opportunity for participants to evaluate current district food safety programs and receive technical assistance with fine tuning their district's food safety plan from Bureau Consultants and ISU Food Safety Experts. Participants should bring their district's current food safety plans, recipes, SOPs, employee manual, and examples of monitoring forms. It is suggested that districts register all or several members of the HACCP team in this workshop.

SNA CEU's: 6\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Maximum Class Size:** 50

## **Class: Manager's Update**

**Date:** June 13, 2012

**Time:** Registration at 8:00 AM

Class from 8:30-4:30

**Location:** Scheman Building, Iowa State University

**Cost:** \$75 includes lunch, materials and break

**Audience:** All managers and directors

**Description:** This course will highlight emerging issues, questions and answers surrounding the Child Nutrition Reauthorization regulations, the new meal pattern and other Bureau updates.

SNA CEU's: 6\*

**Minimum Class Size:** 40 (class may be cancelled if less than 40 enroll)

**Maximum Class Size:** 120

**\*\*REGISTRATION DEADLINE FOR FIRST CHOICE PROCUREMENT WORKSHOP is June 15, 2012.**

## **Class: First Choice Procurement Workshop**

**Date:** June 26, 27 and 28, 2012

**Time:** Registration at 8:00 AM June 26

Class from 8:30-4:30 on the 26 and 27, from 8:30-12:00 on the 28<sup>th</sup>

**Location:** Scheman Building, Iowa State University

**Cost:** \$125 includes 2 lunches, materials and breaks

**Audience:** Directors and others in the district responsible for purchasing goods and services for school nutrition programs

**Description:** This course is facilitated by the National Food Service Management Institute (NFSMI). This is the same workshop offered last year at 6 different locations throughout the state. Managers and others involved

in purchasing and receiving of products should attend this workshop to gain a better understanding of correctly obtaining goods and services with Federal Child Nutrition funds.

SNA CEUs: 12\*

**Minimum Class size:** 25 (class may be cancelled if less than 25 enroll)

**Maximum Class Size:** 40

**\*\*REGISTRATION DEADLINE FOR FINANCIAL MANAGEMENT WORKSHOP is June 29, 2012.**

## **Class: Financial Management Seminar**

**Date:** July 9-10, 2012

**Time:** Registration at 7:30 AM July 9

Class from 8:00-4:00 both days

**Location:** Scheman Building, Iowa State University

**Cost:** \$ 125 includes lunches, breaks and materials

**Audience:** School foodservice and other district staff involved in the financial aspects of the districts' school meals program, such as foodservice directors or managers, superintendents, business managers, or board secretaries.

**Description:** Participants will have an opportunity to examine financial elements of effective food service management, and an information system to organize and analyze the school's foodservice financial data.

Other areas to be covered include:

- Communicating the Importance of Effective Management
- Revenue Sources by Category
- Expenditures Sources by Category
- Accountability in Financial Reporting
- Using Financial Reports to Analyze Program Efficiency
- Forecasting Revenue and Expenditures

SNA CEU's: 12\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Maximum Class Size:** 40

**\*\*REGISTRATION DEADLINE FOR HEALTHY SCHOOL MEALS WORKSHOP AND NEW MANAGER'S ORIENTATION WORKSHOP is July13, 2012.**

## **Class: Healthy School Meals Workshop**

**Date:** July 24-25, 2012

**Time:** Registration at 8:00 AM July 24

Class from 8:30-4:00 both days

**Location:** Scheman Building, Iowa State University

**Cost:** \$125 includes lunches, breaks and materials

**Audience:** School foodservice persons involved with and responsible for planning, directing the service of meals, and documenting the meals offered to students in schools.

**Description:** this workshop is planned to be hands-on as much as possible with learning how to use the tools and required documentation in your kitchen. We will re-write recipes and menus, discuss healthy ingredients in recipes and healthy menu items, look at what meal analysis proves about overall meal planning, and practice filling out production sheets. We will learn how to use the resources available to you in your kitchen to plan meals that meet nutrient targets, Dietary Guidelines and Wellness Policy targets.

SNA CEU's: 12\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Maximum Class Size:** 75

## **Class: New Manager's Orientation**

**Date:** July 26-27, 2012

**Time:** Registration at 8:00 AM July 26

Class 8:30-4:30 July 26, 8:00-4:30 July 27

**Location:** Scheman Building, Iowa State University

**Cost:** \$100 includes lunches, breaks and materials

**Audience:** Foodservice managers with less than 3 years experience or others new to supervision in child nutrition programs.

**Description:** New managers will be provided National School Lunch Program, School Breakfast Program, and snack program guidance. The current program regulations will be explained. The new manager will learn how to apply foodservice principles and procedures to menu planning. Production records and other necessary paperwork will be taught. Food Safety and Wellness Policies will be reviewed; for more in-depth training on food safety, please attend the June ServSafe® workshop noted above. As a foundation course, ServSafe® will help you understand why food safety is important. The day-long HACCP course offered the next day will cover the details of HACCP requirements. The New Manager's Orientation Workshop will not cover either of these topics in-depth. **Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your production record form.**

SNA CEU's: 13\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

\*Number of anticipated CEUs