# Attachment A, SNP (Director’s) Memo #2019-2020-49

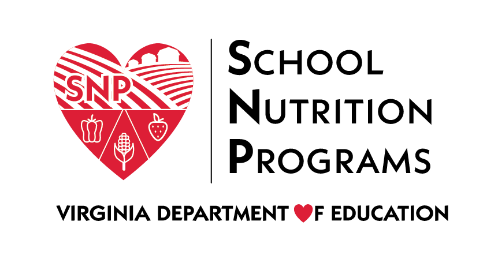
# June 22, 2020

Virginia Department of Education

Office of School Nutrition Programs

## **School Nutrition Programs Self-Study Guide for Summer 2020**

Total Professional Development Opportunities: 30+ Hours

K-12 Culinary Team logo
www.chefcyndie.com 

Dear School Nutrition Director:

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is offering this Self-Study Guide in lieu of the 2020 Summer Manager Workshops. Due to COVID-19 safety concerns, this year’s workshops have been postponed until 2021. In lieu of the workshops, you and your school nutrition managers may use this Self-Study Guide to ensure your staff receives a minimum of five hours of professional development, which is required annually by the U.S. Department of Agriculture.

In this Self-Study Guide you will find links to a variety of online training courses for you, your cafeteria managers, and their staff. You and your managers may review the courses and then assign selected courses to cafeteria staff or view the courses together in-person (note: ensure social distancing and other health/safety practices are followed) or virtually using a video conferencing platform such as Google Meet or Zoom. In addition, you will find a link to the VDOE-SNP 2018 Summer Manager Workshop Video Series, which offers content that cafeteria managers may implement in-person or virtually via video conferencing. Each video in the five-part series provides one hour of professional development and includes an Instructor Guide and a Participant Workbook.

We hope that you find this Self-Study Guide useful and we look forward to seeing you in-person next summer. We also want to thank you for your bravery, dedication, and creative problem solving to reach those in need. We at the VDOE-SNP are extremely proud of the work you do and sacrifices you make to ensure Virginia children have access to good, healthy food.

Sincerely,

Dr. Sandra C. Curwood, RDN



Director

Virginia Department of Education

Office of School Nutrition Programs

### **OVERVIEW**

This Self-Study Guide is designed for Virginia school nutrition professionals to participate in online school food service training provided by the Institute of Child Nutrition (ICN), Centers for Disease Control and Prevention (CDC), LunchAssist, ServSafe, and School Nutrition Association. The Guide also offers video training that cafeteria managers may implement in-person or virtually via video conferencing with their staff.

For the ICN and LunchAssist training, you must create a free account prior to viewing. Be sure to save/remember your username and password so that you may return at your leisure and complete the courses.

### **TOPIC: COVID-19**

*Professional Development: 20+ hours*

[What School Nutrition Professionals and Volunteers at Schools Need to Know about COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html) (CDC)

[Novel Coronavirus Disease 2019 (COVID-19): School Food Service Safety Precautions](https://s3.amazonaws.com/kajabi-storefronts-production/sites/91734/themes/1815492/downloads/UKo0o8OQXiwI92aHGCTm_School_Food_Service_Safety_Toolkit.pdf) (LunchAssist)

[Emergency Food Service Training Video](https://www.lunchassist.org/products/covid-19-free-membership/categories/2768576/posts/9220851) (LunchAssist)

[Reopening, Takeout, and Delivery Training Videos](https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&partnerref=WebSS&eventid=2233534&sessionid=1&key=A98A8B947B30A6BD86CD597DD3255F4E&regTag=869294&sourcepage=register) (ServSafe)

[Food Safety in Summer Meals](https://theicn.docebosaas.com/learn/course/external/view/elearning/89/FoodSafetyinSummerMeals?utm_source=website&utm_medium=prevent&utm_campaign=covid_elearning) (ICN)

[COVID-19 and Back-to-School Webinar Series](http://schoolnutrition.org/covid19/webinar-series-and-resources/) (School Nutrition Association)

### **TOPIC: CULINARY MATH**

*Professional Development: 2 hours*

As cafeteria managers, it is your responsibility to scale recipes for accurate purchasing and consistent quality food production. This short ICN course will help advance your basic math skills.

[Basic Culinary Math: Scaling Recipes](https://theicn.docebosaas.com/learn/course/external/view/elearning/110/basic-culinary-math-scaling-recipes)

### **ACTIVITY: SCALE RECIPE UP**

**Instructions:** Scale the *Meatloaf to the Pan* recipe from 100 servings to 300 servings.

| **Ingredients** | **100 Servings**  **(Weight / Measure)** | **300 Servings**  **(Weight / Measure)** | **Directions** |
| --- | --- | --- | --- |
| Beef, raw, ground, 85/15 | 17 lb. / -- |  | 1. Thaw ground beef in pans on the bottom shelf of the refrigerator. Thaw eggs on bottom shelf of the refrigerator.   CCP: Hold at or below 41ºF. |
| Eggs, frozen, 2 lb. carton | -- / 1 each |  | 1. Preheat oven to 350ºF. |
| Onion, fresh, small dice | 1 lb., 2 oz. / -- |  | 1. Rinse onions under running water. Peel and dice into small ¼ inch pieces. ***Note:*** *If substituting with 2 oz of dehydrated onion, cover with water and rehydrate in refrigerator overnight.* |
| Water | -- / 1 qt., 2 c. |  | 1. In mixer with paddle attachment, combine water, eggs, onions, tomato paste, oats, dry milk, black pepper, granulated garlic, Italian seasoning, salt, and beef base. |
| Tomato paste | -- / 12 oz. |  | 1. Mix at medium speed for 2 minutes to combine. |
| Oats, rolled, quick | 1 lb. / 3 ½ c. |  | 1. Add ground beef and mix on low speed for 2 to 3 minutes until well blended. Do not overmix. |
| Milk, instant, NFD | 5 oz. / -- |  | 1. Spray 18 X 26 cake pan with pan release. Portion 23 lb. of mixture into each prepared cake pan and press until evenly distributed. |
| Black pepper | -- / 3 Tbsp. |  | 1. Top meatloaf with 2 c of ketchup and spread evenly over top. |
| Garlic, granulated | -- / 3 Tbsp. |  | 1. Bake until minimum internal temperature of 155°F is reached – approximately 50 to 55 minutes.   CCP: Cook to a minimum internal temperature at or above 155°F. |
| Italian seasoning | -- / 2 Tbsp. |  | 1. Allow meatloaf to rest 15 minutes prior to cutting into 100 (5 X 20) slices (~3.25 oz.).   CCP: Avoid bare hand contact with ready to eat food. |
| Salt, table | -- / 2 tsp. |  | 1. Hold hot until ready to serve. Serve using flat spatula.   CCP: Hold at or above 135°F. |
| Base, beef | -- / 1 Tbsp. |  |  |
| Ketchup (glaze) | -- / 2 c. |  |  |

**Notes:** See Marketing Guide for purchasing information on foods that will change during preparation or when a variation of the ingredient is available.

**Serving:** 1 slice (~3.25 oz.) provides 2 oz. Meat/Meat Alternate.

**Food as Purchased for 100 servings:** Onions, fresh – 1 lb., 5 oz.

**Serving Size:**

* Pre-K-8: 1 slice
* 9-AD: 1 slice

**1 Serving Provides:**

* Pre-K-8: 2 oz. M/MA
* 9-AD: 2 oz. M/MA

**Yield:** 100 servings

### **ACTIVITY: SCALE RECIPE DOWN**

**Instructions:** Scale the *Meatloaf to the Pan* recipe from 100 servings to 25 servings.

| **Ingredients** | **100 Servings**  **(Weight / Measure)** | **25 Servings**  **(Weight / Measure)** | **Directions** |
| --- | --- | --- | --- |
| Beef, raw, ground, 85/15 | 17 lb. / -- |  | 1. Thaw ground beef in pans on the bottom shelf of the refrigerator. Thaw eggs on bottom shelf of the refrigerator.   CCP: Hold at or below 41ºF. |
| Eggs, frozen, 2 lb. carton | -- / 1 each |  | 1. Preheat oven to 350ºF. |
| Onion, fresh, small dice | 1 lb., 2 oz. / -- |  | 1. Rinse onions under running water. Peel and dice into small ¼ inch pieces. ***Note:*** *If substituting with 2 oz of dehydrated onion, cover with water and rehydrate in refrigerator overnight.* |
| Water | -- / 1 qt., 2 c. |  | 1. In mixer with paddle attachment, combine water, eggs, onions, tomato paste, oats, dry milk, black pepper, granulated garlic, Italian seasoning, salt, and beef base. |
| Tomato paste | -- / 12 oz. |  | 1. Mix at medium speed for 2 minutes to combine. |
| Oats, rolled, quick | 1 lb. / 3 ½ c. |  | 1. Add ground beef and mix on low speed for 2 to 3 minutes until well blended. Do not overmix. |
| Milk, instant, NFD | 5 oz. / -- |  | 1. Spray 18 X 26 cake pan with pan release. Portion 23 lb. of mixture into each prepared cake pan and press until evenly distributed. |
| Black pepper | -- / 3 Tbsp. |  | 1. Top meatloaf with 2 c of ketchup and spread evenly over top. |
| Garlic, granulated | -- / 3 Tbsp. |  | 1. Bake until minimum internal temperature of 155°F is reached – approximately 50 to 55 minutes.   CCP: Cook to a minimum internal temperature at or above 155°F. |
| Italian seasoning | -- / 2 Tbsp. |  | 1. Allow meatloaf to rest 15 minutes prior to cutting into 100 (5 X 20) slices (~3.25 oz.).   CCP: Avoid bare hand contact with ready to eat food. |
| Salt, table | -- / 2 tsp. |  | 1. Hold hot until ready to serve. Serve using flat spatula.   CCP: Hold at or above 135°F. |
| Base, beef | -- / 1 Tbsp. |  |  |
| Ketchup (glaze) | -- / 2 c. |  |  |

**Notes:** See Marketing Guide for purchasing information on foods that will change during preparation or when a variation of the ingredient is available.

**Serving:** 1 slice (~3.25 oz.) provides 2 oz. Meat/Meat Alternate.

**Food as Purchased for 100 servings:** Onions, fresh – 1 lb., 5 oz.

**Serving Size:**

* Pre-K-8: 1 slice
* 9-AD: 1 slice

**1 Serving Provides:**

* Pre-K-8: 2 oz. M/MA
* 9-AD: 2 oz. M/MA

**Yield:** 100 servings

### **TOPIC: PUBLIC SPEAKING**

*Professional Development: 2 hours*

It’s not just the school nutrition director’s job to represent the department; cafeteria managers should work to advance their public speaking skills to improve meeting participation and classroom presentations, as opportunities arise. This ICN course covers presentation fundamentals.

[Presentation Fundamentals - Tips for New Speakers V2](https://theicn.docebosaas.com/learn/course/external/view/elearning/88/presentation-fundamentals-tips-for-new-speakers-v2)

#### **Public Speaking Activity:**

Write a five-minute speech on any topic you desire. Identify someone who is willing to record a phone video of your presentation. The video should include full body shots as well as waist to head closeups. Review your video presentation and write down three things that you would want to change about your performance and three things that you would like to keep in your performance.

**Things to Change:**

1. Click to insert text.
2. Click to insert text.
3. Click to insert text.

**Things to Keep:**

1. Click to insert text.
2. Click to insert text.
3. Click to insert text.

### **2018 SUMMER MANAGER WORKSHOP VIDEO SERIES**

*Professional Development: 5 hours*

In addition to the other training courses highlighted in this Study Guide, the VDOE-SNP offers a video training series that was adapted from the 2018 Summer Manager Workshop. This series is structured so that division-level school nutrition directors or managers may implement the modules with their teams. To access the videos and accompanying materials, please visit the [VDOE-SNP Professional Development website](http://www.doe.virginia.gov/support/nutrition/training/index.shtml#summer). Prior to implementing the modules, instructors should download and read the accompanying Instructor Guides.

For questions, please contact the VDOE-SNP Training and Marketing Specialist via email at [kelly.shomo@doe.virginia.gov](mailto:kelly.shomo@doe.virginia.gov).