# SNP Memo #2023-2024-48

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: February 8, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: 2024 Summer Manager Workshops

The purpose of this memorandum is to announce the plan for the 2024 Summer Manager Workshops and request volunteers to host the workshops. All divisions are encouraged to participate in this training opportunity.

### Background

Each summer, the Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) hosts summer training workshops for Virginia school cafeteria managers. These workshops assist cafeteria managers in meeting the requirement for annual professional development as outlined in the [USDA Guide to Professional Standards for School Nutrition Programs](https://www.fns.usda.gov/tn/guide-professional-standards-school-nutrition-programs). All local school nutrition program professionals who manage and operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are required to complete annual professional development. School nutrition managers are required to complete a minimum of 10 hours of professional development annually. Compliance with the required professional standards is included as a part of the Administrative Review.

### 2024 Workshop Overview

The VDOE-SCNP has contracted Culinary Solution Centers (Chef Cyndie and the K-12 Team) to conduct and manage the 2024 Summer Manager Workshops. This year, **all workshops will be hosted in-person** and will focus on hands-on skill development. Virtual workshops will **not** be offered. The workshop will cover culinary skills practice, cooking methods for quality, work simplification, kitchen management, and more. Each workshop will accommodate up to 60 participants and will include both classroom and hands-on kitchen instruction. Participants will be divided into two groups so that a maximum of 30 participants will be working in the kitchen at one time.

### Request for Host Locations

The 2024 Summer Manager Workshops will be hosted in up to 30 locations across the Commonwealth. Culinary Solution Centers is seeking volunteers to host the workshops. The requirements for host locations can be found in Attachment A to this memo. **If your division can serve as a host location, please complete the** [**Host Sign Up Form**](https://forms.gle/3ghdn61bvaTKWt657)**.** **Please note that all hosts will receive a $500 stipend to purchase small wares for the workshops.** Should you have any questions about serving as a host location, please email [**INFO@chefcyndie.com**](mailto:INFO@chefcyndie.com).

### Workshop Sign Up

### Once hosts and dates are finalized, directors will receive a Google Forms link entitled *Summer Manager Workshop Registration* to register their cafeteria managers for a workshop. This form will include all available dates and locations for the workshops, and it will allow directors to register their staff in bulk. Please be as accurate as possible with the number of participants you register, as registration will be limited to 60 participants per workshop on a first-come, first-served basis.

### For more information

Should you have any questions or would like more information about the 2024 Summer Manager Workshops, please email [INFO@chefcyndie.com](mailto:INFO@chefcyndie.com).

SCC/KNS/fd

### Attachments

1. 2024 Summer Manager Workshop Host Location Requirements