Attachment B

SCNP Memo No. 2023-2024-76

April 25, 2024



2024 Summer Manager Workshop Agenda

Purpose

To introduce school nutrition managers and school chefs to fundamental skills of kitchen management and quality food production while incorporating Virginia grown products to prepare and serve student inspired meals.

Objectives

At the end of the workshop, participants will be able to:

1. Recognize the importance of maintaining complete fiscal records and the nutritional integrity of school nutrition programs.
2. Create a climate to foster team building and improve productivity in a positive and safe working environment.
3. Use site-level financial management tools and standards to manage a financially and nutritionally accountable program consistent with federal and state guidelines.
4. Identify herbs and spices that can be used to enhance flavor, lower sodium, and meet the USDA Transitional Nutrition Standards and the Proposed Rule.

Agenda

Workshop Overview (7:30 a.m. – 3:00 p.m.)

Sign In (7:30 – 8:00 a.m.)

Welcome by Classroom and Chef Instructors

Classroom or Culinary Training\*

Lunch (10:45 – 11:15 a.m.)

Recipe Feedback with Discussion

Classroom or Culinary Training\*

Afternoon Snack (2:00 – 2:30 p.m.)

Debrief and Evaluations

\*All participants will attend both the Classroom Training and the Culinary Training. Half of the workshop participants will attend the Classroom Training in the morning and half will attend the Culinary Training in the morning. In the afternoon, participants will attend the training they did not attend in the morning.

Classroom Training Topics

Kitchen Management and Recordkeeping

* School Nutrition Management 101
* Food Production Records
* *Trace-A-Case…to the serving* Activity

Leading Your Team

* Leadership versus Management
* Human Resources Principles
* Dealing with Difficult People
* Be a Role Model

Culinary Training Topics

Kitchen Skills Demonstration

* Knife Skills
* Weight versus Measure
* AP to EP Activity
* Herbs and Spices

Quantity Food Production

Kitchen Clean Up