# SCNP Memo #2023-2024-76

**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 25, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: 2024 Summer Manager Workshop Registration

Online registration for the 2024 Summer Manager Workshops is now open. Directors are invited to register their cafeteria managers for the in-person workshops by completing the [**Online Registration Form**](https://forms.gle/HYcvckvvpK4VsbU4A)no later than **May 10, 2024**. All schools are encouraged to participate in this training opportunity.

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) offers the Summer Manager Workshop series as a professional development opportunity for cafeteria managers. Please refer to [SCNP Director’s Memo #2023-2024-48](https://www.doe.virginia.gov/home/showpublisheddocument/52423/638430645693270000) for background information.

### Workshop Registration

### The [Online Registration Form](https://forms.gle/HYcvckvvpK4VsbU4A) includes workshop dates and locations. Instructions for completing the form are in Attachment A. Please note that registration is limited to 60 participants per workshop on a first-come, first-served basis. Workshops are designed for cafeteria managers only.

**Workshop Overview**

Workshops will focus on hands-on skill development for cafeteria managers. Virtual workshops will **not** be offered. The 2024 workshop agenda is included in **Attachment B**. Lunch and an afternoon snack will be provided. Participants must wear appropriate attire for food preparation in the kitchen (i.e., their uniform, slip resistant shoes, a hairnet, no artificial nails, and no jewelry). Directors are responsible for communicating workshop details to cafeteria managers. Reminder emails will not be sent.

### For more information

Should you have any questions or would like additional information about the 2024 Summer Manager Workshops, please email INFO@chefcyndie.com.

### Attachments

1. 2024 Summer Manager Workshop Registration Instructions
2. 2024 Summer Manager Workshop Agenda