

## **FOOD SERVICE DEPARTMENT BTS MEETING & TRAINING**

August 23, 2011

7:30 a.m. – 11:45 a.m. (All food service employees)

11:45 a.m.- 4:00 p.m. (Managers only-change to DO Conf. Room)

Northfield Lower Cafeteria at the High School

- 7:00-7:30**      **Continental Breakfast**
- 7:30-8:30**      **Welcome and Introduction (Pam)**
- Staff Introductions**  
**Northfield Food Service Overview SY 2011-12, Pam Haupt**  
**Review of SY 2010-11**  
**Fall Menu 2011**  
**Competitive Foods**  
**Farm to School**  
**Negative Balance Procedure**  
**Civil Rights Training-via your manager's computer and BTS opening**
- 8:30-9:30**      **Food Safety and Sanitation Review, Andy Krueger**  
Andy is a certified Serv-safe instructor who will focus on the most common public health and safety concerns, and prevention.
- 9:30-9:40**      **Break**
- 9:40-11:40**      **Mary Caskey and Trina Barno, U of M Extension Services**  
*The Keeping Kids from Falling Short: Introducing Whole Grain Foods in the School Cafeteria* training is designed to assist school food service in helping children increase their daily whole grain intake. The goal of the two-hour training is to teach school food service how to identify whole grain foods, prepare them and incorporate them into school K-12 menus in appealing ways. A taste-testing experience allows staff the opportunity to compare refined grain foods to whole grain. The training empowers school food service staff to think beyond tight time constraints and tight budgets.
- 11:40**              **Door Prize Raffle and dismissal**
- 11:45-12:30**      **Manager's lunch-Kitty DeMorrett, EFS Foods**
- 12:30-4:00**      **Manager's meeting and training-DO Conference Room**

**District-Wide Right-To-Know and Blood-Borne-Pathogen Training**  
(Information coming) This training will be done on-line. Computers will be available in the media center.

**Payroll-Time Sheets (very important)**

**Request for Leave and OT Slips-Fill out using correct codes. Check to see if you have SL or PL, otherwise UP.**

**Orientation: New and Substitute Employee Orientation Checklists**

**BW Open House, Thursday, September 1, 3:30-5:50 pm**

**GVP Open House, Thursday, September 1, 3:30-5:30 pm**

**SIBLEY Open House, Thursday, September 1, 3:00-5:00 pm**

**MS Open Houses, September 1, 5:00-7:00pm**

**MS NEW STUDENT Orientation, Aug. 25th**

**HS NEW STUDENT Orientation, Aug. 29th**

**HS Open House, August 23<sup>rd</sup>, 12:00-6:00pm**

**(Have forms, information, PIN numbers at Open Houses)**