School Nutrition
Summer Short Courses 2018

The Bureau of Nutrition and Health Services and Iowa State University Extension and Outreach will be offering several informative workshops this summer for school nutrition employees. Workshops will be held in three locations: Scheman Building on the Iowa State University campus in Ames; Marriott Courtyard Hotel off I-35 in Ankeny; FFA Enrichment Center on the DMACC campus in Ankeny.

June 5      Procurement Basics – Scheman Building, Ames
June 19     ServSafe® Certification Course – Scheman Building, Ames
June 20     Food Safety HACCP 101 – Scheman Building, Ames
June 28     Manager’s Update – Courtyard Marriott, Ankeny
Jul 31-Aug 1 Healthy School Meals – FFA Center, Ankeny
Jul 31-Aug 2 New Manager Orientation (includes Day 1&2 of Healthy School Meals) – FFA Center, Ankeny

Registration fees include lunch, breaks, and training materials. Registration deadlines are listed for each workshop. **PLEASE REGISTER EARLY** ... classes are limited to space availability and spaces may fill up quickly!

Online registration is available at [http://register.extension.iastate.edu/schoolfoods](http://register.extension.iastate.edu/schoolfoods). Contact Registration Services at 515-294-6222 or registrations@iastate.edu with any specific questions about registration.

Classes may be cancelled if minimum number of registrants is not met by deadlines, as noted in class descriptions.

**Cancellation Policy:** There will be a $15.00 processing fee retained for cancellations made by registrants. If cancellation occurs less than one week prior to the class, **there will be no refund**, but substitutes are welcome. Supplies are ordered and materials prepared based on confirmed number of paid registrants on date of registration deadline. Therefore, costs associated with attendance are still incurred. Please contact Registration Services prior to the workshop if an emergency situation arises that prevents a registrant from attending, such as illness or death in family. Workshop organizers will work with participants in these situations on a case-by-case basis. Contact Registration Services, registrations@iastate.edu or (515) 294-6222 with date of cancellation and name of substitute if necessary.

**Procurement Basics**

**Date:** Wednesday, June 5, 2018  
**Registration Deadline:** May 20, 2018

**Time:** 8:00 – 4:30   Check in begins at 7:30 AM

**Who Should Attend:** School Food Service Directors, Managers, Supervisors, Procurement Agents

**Location:** Scheman Building, Ames, IA

**Cost:** $75

**Description:** An introduction to school nutrition procurement. Learn the basic elements of an effective procurement system.

**Learning Objectives:**

- Outline fundamental steps of an effective procurement system.
- Determine roles of menu planning, forecasting, and inventory management in the procurement process.
- Examine a solicitation document.
- Discuss advantages and disadvantages of different contract types.
- Manage School Food Authority’s (SFA) procurement responsibilities as a member of a Group Purchasing Organization (GPO).

**Professional Standards Key Areas:** Operations - 8 hours

**Minimum Class Size:** 20   **Maximum Class Size:** 100
Food Safety - ServSafe® Certification Course
Date: Tuesday, June 19, 2018
Registration Deadline: May 29, 2018 which allows time to mail ServSafe® study materials!

Training Time: 8:00 – 3:30   Check in begins 7:30 AM
Certification Exam from 3:30 to 5:30 PM
Who Should Attend: School Food Service Directors, Managers, Supervisors, and other staff involved in food production and service.
Location: Scheman Building, Ames, IA
Description: New regulations require at least one employee who is a Certified Food Protection Manager be present during hours of operation. ServSafe® Certification program is approved by the Conference on Food Protection as meeting this requirement. ServSafe® certificates are valid for five years. Renew yours if it has expired! The content is based on Food Code 2013.
Cost: $150 includes lunch and breaks, ServSafe® Resource Book, testing materials and exam administration.
Learning Objectives:
• Learn current best practices related to food safety as food flows through a school nutrition program including food handling, employee practices, and cleaning and sanitizing.
• Learn ways to begin creation of a culture of food safety.
• Read the ServSafe® book sent prior to the workshop. This will be sent to registered participants at the mailing address provided.
• Complete the Certification Exam
What to Bring*:
• ServSafe® Book required (exam answer form is included in each book).
• Photo Identification from approved source required (i.e., driver’s license)
Professional Standards Key Area: Operations - 8 hours
Minimum Class Size: 20   Maximum Class Size: 50

*Please do not forget your book or your approved identification! There will be no extra books or exam answer forms available at the workshop. To comply with proctoring requirements, participants must show a photo ID prior to exam administration. See www.servsafe.com for approved identification sources.

HACCP 101
Date: Wednesday, June 20, 2018
Registration deadline: June 6, 2018

Training Time: 8:00 – 4:30   Check in begins at 7:30 am
Who Should Attend: Managers, Directors, HACCP Team Members
Location: Scheman Building, Iowa State University
Cost: $75
Description: Registrants should have basic knowledge of food safety standards and sanitation principles and familiar with the food safety plan at their schools. Ideally, registrants have earned ServSafe® Certification. The workshop is an opportunity to review fundamentals of HACCP and tweak a district’s food safety plan.
Learning Objectives:
• Review foundation knowledge about HACCP and the USDA Guidelines for the Process Approach to HACCP.
• Evaluate current food safety programs and receive technical assistance in improving your district’s food safety plan from ISU Food Safety Experts and Bureau Consultants.
Professional Standards Key Area: Operations - 8 hours
What to Bring: Your district’s current food safety/ HACCP plan, recipes, Standard Operating Procedures (SOPs), employee manual and/or examples of monitoring forms.
Minimum Class Size: 20   Maximum Class Size: 50
Manager’s Update
Date: Thursday, June 28, 2018
Registration Deadline: June 14, 2018

Training Time: 8:00 – 4:00   Check-in begins at 7:30 AM
Who Should Attend: School Meal Program Managers and Directors
Location: Courtyard Marriott, Ankeny
Cost: $85
Description: Explore steps necessary to enhance your leadership skills and create a strong school nutrition-focused environment. Dr. Katie Wilson will be the keynote speaker! Katie has a wealth of school nutrition experiences and the skills to inspire and empower school nutrition leaders in Iowa. Come prepared to network and share ideas with other nutrition directors in Iowa with a “Table Talk” session. Learn about the new FOOD CODE 2013, effective as of January 1, 2018 with a presentation by the Iowa Department of Inspection and Appeals. The Bureau of Nutrition will also present an annual update to keep you informed.

Professional Standards Key Areas: Nutrition, Operations, Marketing & Communication - 7 hours
Minimum Class Size: 40   Maximum Class Size: 200

Healthy School Meals (2 Day Workshop)
Dates: Tuesday – Wednesday July 31 – August 1, 2018
Registration Deadline: July 17, 2018

Training Time: 8:00 – 4:00   Check-in begins at 7:30 am.
Who Should Attend: School food service persons involved with and responsible for planning, directing the service of and documenting meals offered to students in schools. Please do not register for this class if you are a New Manager (see New Manager’s Orientation July 31 – August 2, description below).
Location: FFA Center, DMACC Campus, Ankeny
Cost: $100
Description: This two-day workshop will increase your knowledge and provide practical tips for planning and delivering menus that meet school nutrition meal pattern requirements and students’ expectations. (New Managers -those with less than three years of experience - should register for the New Manager Orientation.)
Learning Objectives:
- Learn meal pattern requirements for the National School Lunch Program and School Breakfast Program.
- Review school nutrition menu planning process and be able to: determine meal components: use standardized recipes; complete food production records properly; and practice using the Food Buying Guide.
- Identify documentation needed for school meal programs.
What to Bring: Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a copy of the Food Production Record form.
Professional Standards Key Areas: Nutrition, Operations - 14 hours
Minimum Class Size: 20 (class may be cancelled if fewer than 20 enroll)
New Manager Orientation (3 Day Workshop – Day 1&2 includes Healthy School Meals)
Date: Tuesday, July 31 - Thursday, August 2, 2018
Registration Deadline: July 17, 2018

Training Time: 8:00 – 4:00 Check-in begins at 7:30
Who Should Attend: Newer (3 years or less) foodservice directors, managers, head cooks.
Location: FFA Center, DMACC Campus, Ankeny
Cost: $125

Description: A 3-day training experience to learn expectations for management of school nutrition programs participating in the National School Lunch and School Breakfast Programs. Day 1 and 2 begins with the Healthy Meals Workshop. On Day 3, you will meet as a smaller group of newer managers.

Learning Objectives:
- Meet state consultants and network with other newer school nutrition managers.
- Identify resources to support administration of school nutrition program and professional development for staff.
- Recognize how USDA Foods are important to menu planning and the school nutrition program's fiscal standing.
- Understand three financial implications for school meal programs.
- Review important steps to ensure food safety practices are implemented in your schools.

Note: For more in-depth training on food safety, please attend ServSafe® and/or HACCP 101 Workshops. The New Manager Workshop will not cover either topic in-depth.

What to Bring: Please bring: 2 weeks of menus, a sample Food Production Record, a copy of the Food Buying Guide from your school (either in electronic form or the actual manual).

Professional Standards Key Areas: Nutrition, Operations - 21 hours
Minimum Class Size: 20

Program Content Questions
Jean Easley, jean.easley@iowa.gov, or call (515) 281-5356 for more information on workshop content.

Registration Questions
Registration Services, registrations@iastate.edu, or call (515) 294-6222

Registration Instructions:
- Send a separate check or money order for each class to Registration Services, Iowa State University, 1601 Golden Aspen Drive, Suite 110, Ames, IA 50010 Tel: 515-294-6222.
- Be sure to list the participant’s name and direct mailing address. Workshop information is mailed directly to the mailing address provided. Participants may not receive important information if the district's mailing address is used.
- Please remind registrants to confirm with school offices on prepayment before driving to Ames. Only those with accounts paid in full will be allowed to participate in the workshops.
- Questions regarding receipt of payment can be directed to Registration Services.
- Classes are subject to space availability and may be cancelled if the minimum number of registrations is not received by the stated deadline. If a class is cancelled due to low numbers, your registration fee will be returned in full.

Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran. Direct inquiries to Ross Wilburn, 515-294-1482, wilburn@iastate.edu.