

FOOD SERVICES DIVISION

2024 – 2025 Professional Standards Class Requirements for Food Services Employees

The USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. These standards ensure school nutrition personnel have the knowledge and training they need to plan, prepare, and purchase nutritious, safe, and enjoyable school meals. Professional standards require annual training for all program staff to acquire the knowledge and skills needed to successfully manage and operate school meal programs.

Training topics are categorized in the four Key Areas:

• Nutrition • Operations • Administration • Communications/Marketing

SCHOOL STAFF

FOOD SERVICE MANAGER

- Policies & Procedures
- Production Worksheets/ Records
- Supper
- Meal Patterns/ OVS/ Menu
- School Breakfast Program (SBP)
- Filing Requirements/ Record Retention
- Counting & Claiming
- Civil Rights
- Banking
- FIT for Food Safety
- Psychological First Aide

SENIOR FOOD SERVICE WORKER

- Supper
- Policies & Procedures
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Civil Rights
- School Breakfast Program (SBP)
- FIT for Food Safety

FOOD SERVICE WORKER

- Supper
- Policies & Procedures
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Civil Rights
- School Breakfast Program (SBP)
- FIT for Food Safety

SUBSTITUTE FOOD SERVICE WORKER

- Policies & Procedures
- Production Worksheets/ Records
- FIT for Food Safety
- Civil Rights
- Meal Patterns/ OVS/ Menu

FOOD SERVICE WORKER II – DRIVER

- Supper
- Policies & Procedures
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Civil Rights
- School Breakfast Program (SBP)
- FIT for Food Safety

NEWMAN NUTRITION CENTER STAFF

FOOD PRODUCTION ASSISTANT

- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- Bloodborne Pathogens
- Illness and Injury Prevention Program
- FIT for Food Safety

FOOD PRODUCTION SUPERVISOR

- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Psychological First Aide
- Teamwork- Together We Are All Experts
- Fire Safety
- Bloodborne Pathogens
- Illness and Injury Prevention Program
- FIT for Food Safety
- Meal Patterns/ OVS/ Menu
- Workplace Violence Prevention Plan
- Child Abuse Awareness

FOOD PRODUCTION WORKER

- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- Bloodborne Pathogens
- Illness and Injury Prevention Program
- FIT for Food Safety

PACKAGING TECHNICIAN, FORKLIFT DRIVER & BUILDING AND GROUNDS WORKER

- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- Bloodborne Pathogens
- Illness and Injury Prevention Program
- FIT for Food Safety

SENIOR FOOD PRODUCTION ASSISTANT

- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- Bloodborne Pathogens
- Illness and Injury Prevention Program
- FIT for Food Safety



CENTRAL OFFICE STAFF

AREA FOOD SERVICE SUPERVISOR

- Policies & Procedures
- Production Worksheets/ Records
- Supper
- Meal Patterns/ OVS/ Menu
- School Breakfast Program (SBP)
- Filing Requirements/ Record Retention
- Counting & Claiming
- Civil Rights
- Banking
- FIT for Food Safety
- Psychological First Aide

CLERK, SENIOR OFFICE TECH, OFFICE TECH, SECRETARIES & PAYROLL

- Policies & Procedures
- Civil Rights
- Child Abuse Awareness
- Bloodborne Pathogens
- FIT for Food Safety
- Psychological First Aide
- Suicide Prevention and Awareness

CMS / ITS

- Policies & Procedures
- Civil Rights
- Annual Child Abuse Awareness Training
- Bloodborne Pathogens
- Production Worksheets/ Records
- Suicide Prevention and Awareness
- Workplace Violence Prevention Plan

DIRECTOR, DEPUTY DIRECTOR, HR MANAGER, REGIONAL MANAGER, FOOD PROD. MANAGER, & CULINARY SERVICE SUPERVISOR

- Policies & Procedures
- Production Worksheets/ Records
- Supper
- Meal Patterns/ OVS/ Menu
- School Breakfast Program (SBP)
- Filing Requirements/ Record Retention
- Counting & Claiming
- Civil Rights
- Banking
- FIT for Food Safety
- Psychological First Aide
- Workplace Violence Prevention Plan
- Child Abuse Awareness

EQUIPMENT SPECIALIST

- Policies & Procedures
- Civil Rights
- Child Abuse Awareness
- Bloodborne Pathogens
- FIT For Food Safety
- Psychological First Aide
- Counting & Claiming

FOOD SERVICE STAFF AIDE

- Policies & Procedures
- Civil Rights
- Child Abuse Awareness
- Bloodborne Pathogens
- FIT For Food Safety
- Psychological First Aide
- Counting & Claiming

GRAPHICS DESIGNER II

- Policies & Procedures
- Civil Rights
- Child Abuse Awareness
- Bloodborne Pathogens
- Meal Patterns/ OVS/ Menu
- FIT For Food Safety
- Psychological First Aide

MEAL COMPLIANCE AUDIT CLERK

- Policies & Procedures
- Civil Rights
- Child Abuse Awareness
- Bloodborne Pathogens
- Counting & Claiming
- FIT For Food Safety
- Psychological First Aide

NUTRITION SPECIALIST

- Policies & Procedures
- Civil Rights
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Supper
- Child Abuse Awareness
- Bloodborne Pathogens
- Counting & Claiming
- School Breakfast Program (SBP)
- FIT For Food Safety
- Psychological First Aide

SENIOR HR REPRESENTATIVE & HR REPRESENTATIVE

- Policies & Procedures
- Civil Rights
- Child Abuse Awareness
- Bloodborne Pathogens
- Filing Requirements/ Record Retention
- Production Worksheets/ Records
- FIT For Food Safety

SENIOR NUTRITION SPECIALIST

- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Supper
- Civil Rights
- Policies & Procedures
- FIT For Food Safety
- Child Abuse Awareness
- Bloodborne Pathogens
- School Breakfast Program (SBP)
- Psychological First Aide
- Counting & Claiming

SENIOR TRAINING SPECIALIST

- Policies & Procedures
- Production Worksheets/ Records
- Supper
- Meal Patterns/ OVS/ Menu
- School Breakfast Program (SBP)
- Filing Requirements/ Record Retention
- Counting & Claiming
- Civil Rights
- Psychological First Aide
- Banking
- FIT For Food Safety
- Workplace Violence Prevention Plan
- Child Abuse Awareness

TRAINING SPECIALIST

- Policies & Procedures
- Production Worksheets/ Records
- Supper
- Meal Patterns/ OVS/ Menu
- School Breakfast Program (SBP)
- Filing Requirements/ Record Retention
- Counting & Claiming
- Civil Rights
- Psychological First Aide
- Banking
- FIT For Food Safety



WAREHOUSE STAFF

BUYER

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

FORKLIFT OPERATOR

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

HEAD STOCK CLERK

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

OFFICE TECHNICIAN

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

PRIN STOCK CLERK

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

PURCHASING SERVICES MANAGER, ASSISTANT STORES OPERATIONS MANAGER, STORES SUPERVISOR

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

RECEIVING INSPECTOR

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

SENIOR INVENTORY CONTROL

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

SENIOR OFFICE TECHNICIAN

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

SPVG CLERK

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

STOCK CLERK

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

STOCK WORKER

- Workplace Violence Prevention Plan
- Child Abuse Awareness
- Suicide Prevention and Awareness
- Civil Rights
- Bloodborne Pathogens
- IT Cyber Security
- Every School Safe: Creating Welcoming Environments
- 2024-2025 Annual ADA Title II Compliance Training

To access your required annual Professional Standards Training courses visit the link below:

<http://achieve.lausd.net/mypln>

