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FOOD SERVICES DIVISION

2025 – 2026 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

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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
- NICE
- Making Cents Make Sense

SENIOR FOOD SERVICE WORKER
- Supper
- Policies & Procedures
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Civil Rights
- School Breakfast Program (SBP)
- NICE

FOOD SERVICE WORKER
- Supper
- Policies & Procedures
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Civil Rights
- School Breakfast Program (SBP)
- NICE

SUBSTITUTE FOOD SERVICE WORKER
- Policies & Procedures
- Production Worksheets/ Records
- NICE
- 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)
- NICE

NEWMAN NUTRITION CENTER STAFF

FOOD PRODUCTION ASSISTANT
- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- FIT for Fod Safety
- Illness and Injury Prevention Program
- NICE

FOOD PRODUCTION SUPERVISOR
- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- FIT for Food Safety
- Illness and Injury Prevention Program
- NICE
- Meal Patterns/ OVS/ Menu
- Annual IT Cyber Security Training
- Annual Workplace Violence Prevention Plan
- Annual Child Abuse Awareness Training

FOOD PRODUCTION WORKER
- Civil Rights
- Policies & Procedures
- NNC Safety Training Video
- Teamwork- Together We Are All Experts
- Fire Safety
- NICE
- 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
- NICE
- 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
- NICE
- 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
- NICE
- Making Cents Make Sense

CLERK, SENIOR OFFICE TECH, OFFICE TECH, SECRETARIES & PAYROLL
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

CMS / ITS
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

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
- NICE
- Making Cents Make Sense
- Annual Workplace Violence Prevention Plan Training
- Annual Child Abuse Awareness Training

EQUIPMENT SPECIALIST
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

FOOD SERVICE STAFF AIDE
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

GRAPHICS DESIGNER II
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

MEAL COMPLIANCE AUDIT CLERK
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

NUTRITION SPECIALIST
- Policies & Procedures
- Civil Rights
- Production Worksheets/ Records
- Meal Patterns/ OVS/ Menu
- Counting & Claiming
- School Breakfast Program (SBP)
- Supper
- NICE
- Making Cents Make Sense
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training

SENIOR HR REPRESENTATIVE & HR REPRESENTATIVE
- Policies & Procedures
- Civil Rights
- NICE
- Annual IT Cyber Security Training
- Annual Child Abuse Awareness Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training

SENIOR NUTRITION SPECIALIST
- Policies & Procedures
- Civil Rights
- Meal Patterns/ OVS/ Menu
- Counting & Claiming
- School Breakfast Program (SBP)
- Supper
- NICE
- Making Cents Make Sense
- Annual IT Cyber Security Training
- Annual Workplace Violence Prevention Plan Training
- Annual Child Abuse Awareness Training

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
- Banking
- NICE
- Making Cents Make Sense
- Annual Workplace Violence Prevention Plan Training
- Annual Child Abuse Awareness Training

TRAINING SPECIALIST
- Policies & Procedures
- Production Worksheets/ Records
- Supper
- Meal Patterns/ OVS/ Menu
- School Breakfast Program (SBP)
- Filing Requirements/ Record Retention
- Counting & Claiming
- Civil Rights
- Banking
- NICE
- Making Cents Make Sense

BUYER
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

RECEIVING INSPECTOR
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

FORKLIFT OPERATOR
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

SENIOR INVENTORY CONTROL
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

HEAD STOCK CLERK
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

SENIOR OFFICE TECHNICIAN
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

OFFICE TECHNICIAN
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

SPVG CLERK
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

PRIN STOCK CLERK
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

STOCK CLERK
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

PURCHASING SERVICES MANAGER, ASSISTANT STORES OPERATIONS MANAGER, STORES SUPERVISOR
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

STOCK WORKER
- Civil Rights
- Annual ADA Title II Compliance Training
- Annual Workplace Violence Prevention Plan Training
- Annual Suicide Prevention and Awareness Training
- Bloodborne Pathogens
- Annual Child Abuse Awareness Training
- Annual IT Cyber Security Training

To access your required annual Professional Standards Training courses visit the link below:
http://achieve.lausd.net/mypln

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