



Food Services Division



2022 -2023 Professional Development Set Up Instructions

The Food Service Division Professional Development days are not mandatory; however, all Food Service Managers and staff are encouraged to attend.

- Professional development days are August 9th, 10th, and 11th 2022 .
- Staff will attend 4 hours of trainings per day.

The Food Service Manager (FSM) will provide trainings to the cafeteria staff.

- Trainings are pre-recorded and available on the FS Resource & Tutorial Video page of the Café LA website.
- Training can take place in the managers office, faculty lounge, or other designated location on campus.

Preparing for the training:

- Manager should work with their Area Food Service Supervisor (AFSS) to schedule a day and time that the manager will come to the school site to prepare for the training.
- Managers will determine the scheduled time for the trainings to take place, based on individual cafeteria needs.
- Contact all members of the cafeteria staff to inform them of the training dates and time.
- FSM will communicate with school administration to inform them of the time and location of Food Services Division Professional Development training.
- FSM will work with school administration to obtain the necessary equipment to provide the FSD Professional Development training such as a laptop with internet connection, a projector, and speaker.
- Ensure all equipment is working properly.
- Locate all video recorded trainings, training summaries, and training sign-in sheets on the FS Resource & Tutorial Video page of the Café LA website.
- Print all necessary document such as timesheets, Professional Development training sign-in sheets, agenda, training summaries and FSD time sheets.

On the day of training:

- Follow the Professional Development Agenda to determine the title and order of the Professional Development trainings scheduled for that day.
- Following each video, FSM will read the training summary associated with the current training.
- Ensure all staff sign the Food Service Division Professional Development Training sign-in sheet.
- If your training is interrupted by receiving of deliveries, the FSM will let the video continue to play for the staff while they receive the delivery, quickly place the delivery in the appropriate storage area (refrigerator/freezer), then return to the training group.
 - After all trainings are complete the FSM/designated staff can put away the orders.