

CRITERIA AND PROCEDURE

BROAD SUBJECT: HUMAN RESOURCE MANAGEMENT

NO: HR-07-01

TITLE:
Training-In-Depth for Classified School Nutrition Managers

EFFECTIVE DATE:
March 1, 2004
(Revised August 14, 2009)

PURPOSE OF THIS CRITERIA/PROCEDURE -

The purpose of this Criteria and Procedure is to update the information concerning Training-In-Depth (TID) requirements for classified School Nutrition Program (SNP) Managers in State Board Rule 160-5-6-.01 Statewide School Nutrition Program. This replaces any previous versions including July 2005 of TID Guidance. Significant changes are highlighted.

KEY TERMS and DEFINITIONS -

Advanced TID Courses: Currently there are approximately 20 pre-approved advanced courses; these include some of the TID 11-Local Option courses. **Advanced TID Courses (TID 5-TID 20) should be offered only after completion of CORE courses.** Completion of Advanced TID courses prior to the completion of the CORE TID courses will not eliminate the requirement for a classified manager to complete CORE TID courses within the first five years of employment as a manager.

Classified Manager: Refer to *Definitions* in Rule 160-5-6-.01 *Statewide School Nutrition Program*. (See definitions included at the end of this document)
(http://www.doe.k12.Ga.us/_documents/doe/leGalservices/160-5-6-.01.pdf)

CORE TID Courses: Courses authorized by state law and state board rule for classified School Nutrition Managers and constituting the 150 credit hours that must be earned within the first five years employed as a classified School Nutrition Manager consistent with 160-5-6-.01 *Statewide School Nutrition Program*.

Course Credit: Specified credit hours (e.g. 30 clock hours of class); and at the discretion of the local school system, a participant in a TID course can miss up to 10% of a class, without having to make up the missed session.

Currently, Sanitation and Safety Certification, TID 3 or TID 16, (ServSafe® or other approved sanitation/safety course) requires an end of course validated/scored exam with a passing score. No minimum class hours are required for credit of Sanitation and Safety Certification (ServSafe® or approved sanitation/safety) course. A passing exam score is required for credit.

Local Option (TID 11): Currently, TID 11a-f are assigned course names or topics. As with other TID Advanced courses, managers may receive credit for each TID 11 course only once. The exception to that is TID 11g courses. TID 11g courses will give local school districts the ability to assign many different locally-developed courses. A course written locally must have a course outline and objectives to be submitted for approval by the Area Consultant (AC) prior to the start of the course and be kept on file with training records of the local school district for review. At a minimum, a course outline must include objectives and time allotted each objective and major resources to be used in delivering the instruction. TID 11g courses will require prior approval by AC, as with other TID 11 courses, and will additionally require some course description for the MCRS.

Manager Classification Reporting System (MCRS): Database for manager classification based on the reporting of education and TID courses completed. Manager Profile of any person having completed TID courses may be kept on MCRS. Note: Manager Classification level may not be the same as employee title. This allows for persons in training and aspiring to become a local school manager to receive credit for courses completed prior to promotion.

Orientation for Nutrition Employee (ONE) Rev. 2007: Georgia Department of Education (GaDOE) course or locally developed and approved course required by *160-5-6-.01 (2)(a)(ii) Statewide School Nutrition Program* for all school nutrition personnel in their first year of employment. Effective SY06 (School Year 2006), this course no longer meets the TID 1 requirement for classified managers. ONE will continue to be required of all personnel in their first year of employment.

Pre-approved Local Course: A locally-developed course containing “GaDOE-approved” course content, as opposed to a locally-developed course, does **not** need review and prior approval by the AC. An example is TID 5, Nutrition.

Records: TID attendance rosters, TID course completion records indicating attendee’s name, month, year and course name must be maintained on and submitted on the MCRS at least once annually. See the latest version of MCRS user manual by using the link provided on the MCRS screen. Note: the current version of Criteria and Procedures for TID also is available as a link on each screen of the MCRS. Course objectives and timeframes approved by GaDOE AC’s must be maintained indefinitely. Retention requirements for paper back-up copies of MCRS records must be kept for five (5) plus current year. Managers should be encouraged to keep their certificates indefinitely. For the purpose of training records, a year runs July 1 through June 30 annually (effective SY05). Courses are generally to be reported in the year completed. **NOTE: MCRS records are transferrable between school systems. Contact your AC for additional information.**

School Year: For the purpose of defining annual training requirements, a year is defined as a full school year. A classified manager who begins work after the first day of the school year has the rest of that school year and the following full school year to complete one year of TID training. A local school district may be more restrictive. For the purpose of training records, a year runs July 1 through June 30 annually (effective School Year 2005 (SY05)). Courses can be reported in the year completed.

Substitute Course (SC): College, technical school and similar courses taught in Georgia (GA) and other states can substitute for individual TID courses. The manager must furnish a transcript and a course outline that indicates content similar to the particular TID course being substituted for courses. The exception is for GA Technical Schools’ list of course equivalents (attached). A list of approved course substitutions has been developed for courses taught in GA Technical Schools under the Culinary Nutrition Certificate Programs. The local school district must have adequate assurance that substitute courses were completed by applicants with a transcript or certificate of completion. The local school district may be more restrictive. All records must be official and maintained indefinitely (see Records). Use the “Add SC” choice to report substitute course on the MCRS.

TID Course: Reference title given all courses that meet requirements of 160-5-6-.01 (2)(a)(iii) *Statewide School Nutrition Program*; this rule requires that the local board of education facilitate courses that are developed or approved by the GaDOE.

Course facilitation includes:

1. Teaching or arranging for a course instructor.
2. Securing prior approval for local courses when required.
3. Maintaining attendance of participants.
4. Administering tests when required.
5. Issuing certificates of completion obtained from GaDOE and updating all Classification Certificates issued by GaDOE.
6. Administering course evaluations.
7. Responding to GaDOE requests for course evaluations.
8. Reporting course participation to the local school district and reporting to GaDOE annually to document manager classification status using the (Manager Classification Reporting System (MCRS)).

CRITERIA AND/OR PROCEDURES –

CORE Courses: State Board rule *160-5-6-.01 Statewide School Nutrition Program* acknowledges that at least one 30-hour core course is to be taken each of the first five years of employment as a classified Manager Trainee, Manager I, Manager II, or Manager Supervisor until 150 credit hours are completed. Generally, all courses are 30 hours and may include out-of-class assignments. The exception is Sanitation and Safety Certification, TID 3 or TID 16 (ServSafe® or other approved sanitation/safety course) requires a minimum passing score on the end of course validated and scored exam in addition to the class hours (± 30 hours) and assignments.

CORE Courses approved as of July 1, 2008 are listed/described below:

- | | |
|-----------------|---|
| 60 credit hours | TID 1a,1b - Managers In Training (MIT) Course or a Locally-Developed Manager Orientation (LMO) course; due to the amount of outside effort required of trainees, this course is extended to 60 course credit hours and can be completed over 2 years.
<i>Prior to SY06, TID 1 was: ONE or locally-developed Employee Orientation Course.</i> |
| 30 credit hours | TID 2 - Menu Management (see suggested course topics and resources at the end of this document. |
| 30 credit hours | TID 3 –Sanitation and Safety Certification: ServSafe®, National Sanitation Foundation (NSF), National Environmental Health Association, or other approved sanitation/safety course; <i>prior to SY05, TID 3 was Nutrition.</i> |
| 30 credit hours | TID 4 - Food Production; As of SY09, TID 4b, 30 additional hours of Food Production will be counted as an Advanced course, TID 19. Local systems have at their discretion when to make this change through June 30, 2008. |

TID 1a, 1b Managers in Training (MIT) or Locally-developed Manager Orientation (LMO)
Effective SY06: Effective SY06 classified Manager Trainees and Manager II, Manager/Supervisors must complete MIT or LMO as TID 1. Prior to SY06, ONE or locally-developed **employee** orientation was required for TID 1 for classified managers.

Effective SY06, MIT, is counted as two (2) 30 hours course credits (TID 1a and 1b) due to the additional required effort of the trainee to complete outside assignments. Managers who, prior to SY06, took ONE as TID 1 will not be required under this procedure to take MIT; a local school district may require this at their discretion. If a local district or classified manager opts to complete MIT they may receive credit as an advanced course (see TID 20a, 20b).

See TID 4, Food Production notes below:

NOTE: ONE (Orientation for Nutrition Employees) will continue to be required of all new employees by 160-5-6-.01 (2)(a)(4)(ii) *Statewide School Nutrition Program*. Effective SY06, ONE will **not** count toward the 150 CORE TID credit hours for classified managers. Effective SY06, ONE is a **pre-requisite** for classified managers completing any of the CORE TID courses.

TID 2 Menu Management: (Name change for emphasis on Menu Management). This is a pre-approved locally developed course and a suggested list of topics utilizing the following resources from USDA, NFSMI, and GaDOE. List of topics is attached at the end of this document.

Resources cited for use in this course include:

1. USDA's *Food Buying Guide*, 2005 Edition.
2. NFSMI's *Food Buying Guide*, Training Materials.
3. GaDOE's *Nutrition and Menu Management* – Interactive CD.
4. Mississippi Department of Education: *Pieces of the Puzzle*.
5. NFSMI's *Measuring Success with Standardized Recipes*.
6. NFSMI's *On the Road to Professional Food Preparation 2nd Edition*.
7. NFSMI's *Inventory Management*.
8. NFSMI's *Focus on the Customer*.
9. GaDOE's Food Production Records (form and instructions).
10. NFSMI's *Culinary Techniques – Cooking with Flair* CDs.

TID 3 Sanitation and Safety Certification: ServSafe[®], National Sanitation Foundation (NSF), National Environmental Health Association, **or other approved sanitation/safety course** – This course may include class time, on-the-job application and must include a passing score (required) on the validated and scored exam. Course may be taken/credited through other local agencies (e.g. health department or cooperative extension) and may be less than 30 classroom hours. Credit may only be given upon successfully passing the end of course validated/scored exam. This course may also be counted as an Advanced course (TID 16). **Recertification may be required every 5 years and may count as TID 16a or 11g-# course credit.**

TID 4 Food Production: This is a 30 credit hour course. Prior to SY09, both 4a & 4b counted as Core TID Courses. Due to the additional time required for TID 1a & 1b (MIT course) the 4b (30 credits) will be counted as an Advanced course (TID 19). The Core course requirement will no longer credit 60 hours for TID 4, Food Production.

Beginning SY09 (July 1, 2008), local systems may continue to teach Food Production in two 30-hour courses (e.g. over a two year period) or one 60-hour course that can be credited over a two-year period and count the additional 30 hours as TID 19. The requirement of 150 hours of CORE credit be earned within the first five years acknowledges that one 30-hour course would be taken each of these five years.

(Note: On the Manager Classification Reporting System (MCRS) there are two course selections for TID 4 (4a and 4b); enter year(s) in which each of the 30 credits are earned. If taught as one 60-hour course within one school year, enter the same date for both 4a and 4b. Beginning SY 09, the second 30 credits, can only be counted as TID 19 (Food Production, Advanced; and TID 4b will expire as a course selection.)

Approved curriculum incorporates:

1. NFSMI's *Culinary Techniques for Healthy School Meals*
2. NFSMI's *Culinary Techniques: Cooking with Flair* series including: Breads and Grains; Fruits, Salads, Vegetables; Meats and Other Protein Foods
3. USDA's *Food Buying Guide for Child Nutrition Programs (Rev 2001)*
4. NFSMI's *Healthy Cuisine for Kids*
5. NFSMI's *Cooking a World of New Taste*
6. NFSMI's *Cooking for the New Generation*
7. NFSMI's *On the Road to Professional Food Production, 2nd edition*

Advanced TID Courses: State Board rule 160-5-6-.01 *Statewide School Nutrition Program* acknowledges that at least one 30-credit Advanced TID course is to be taken every three years of employment as a classified Manager I, Manager II, or Manager Supervisor after completing Core TID courses. Generally, all courses are 30 credit hours including out-of-class assignments. The exception is Sanitation and Safety Certification, TID 3, (ServSafe® or other approved sanitation/safety course). It requires a minimum passing score on the end of course validated and scored exam in addition to the class hours (± 30 hours) and assignments to receive credit.

Advanced course descriptions follow:

TID 5 Nutrition (Basic): This course offers you the flexibility to use GaDOE pre-approved curricula according to local needs.

Options include:

1. *Nutrition Basics and Nutrition Issues* modules.
2. NFSMI's *Nutrition 101- A Taste of Food and Fitness*.
3. SNA's *Healthy Edge* (formerly ASFSA).
4. *Nutrition, Concepts and Controversies, 10th Edition, and Study Guide*.
5. *American Dietetic Association Complete Food and Nutrition Guide*.
6. Approved text such as local Healthcare Science Technology text (requires prior approval).

You may distinguish among the above content and reserve some more advance topics or issues based content for Advanced credit, Advanced Nutrition; see TID 13, below. Effective SY 05, TID 5 is Basic Nutrition (formerly a CORE course, TID 3) and TID 13 is Advanced Nutrition and Nutrition Education (formerly TID 5).

TID 6 Purchasing for Managers: This is a pre-approved locally-developed course that incorporates the following resources:

1. NFSMI's *First Choice: A Purchasing Systems Manual for School Food Service, 2nd Edition*.
2. NFSMI's *Choice Plus: A Reference Guide for Foods and Ingredients*.
3. NFSMI's *All Star Receiving for Child Nutrition*.
4. NFSMI's *Quality Receiving Practices for Healthy School Meals*.
5. NFSMI's *Serving it Safe, 2nd Edition*.
6. NFSMI's *Inventory Management*.
7. NFSMI's *Guide for Purchasing Foodservice Equipment*.

TID 7 Training Skills for Managers (TSM): This is a GaDOE course. This course was designed to prepare managers to teach ONE to their employees; it prepares managers with organization and presentation skills that will help them when presenting to groups of students, parents or faculty meetings.

TID 8 Marketing Management: This is a GaDOE course. This course prepares managers to market their school nutrition program to a variety of audiences using a variety of methods.

TID 9 NFSMI's Building Human Resource Management Skills, Level I: Achieving an Effective Food Service System: This is a pre-approved locally-developed course that incorporates modules from the NFSMI resource (by the same name) as determined by local needs.

TID 10 NFSMI's Building Human Resource Management Skills, Level II: Leadership Development for Managers - This is a pre-approved locally-developed course that incorporates modules from the NFSMI resource by the same name as determined by local needs.

TID 11 Local Option: When a GaDOE course or a GaDOE pre-approved local course noted herein is not available, a written local course outline and objectives must be approved by the AC prior to the start of the course and be kept on file with training records of the local school district for review. At a minimum a course outline must include objectives, time allotted for each objective, and major resources to be used in delivering the instruction. Each course number may be used only once. Different approved content may be offered using another course number; see TID 11g. Currently, course topics include:

11a - Employee Wellness Week or Local Equivalent: Submit course outline for prior approval by AC.

11b - Local Computer Applications: Advanced credit may be awarded for this course prior to the completion of the CORE. Unless otherwise noted herein, credit for Advanced courses must not be credited until after CORE courses are completed. Submit course outline for prior approval. Additional computer courses to update proficiency, software, etc, can be added as 11b-2, 11b-3, etc. Each course should be different content to receive additional credit.

11c - Culinary Nutrition/Arts Certificate from Post Secondary School: Courses may be credited as substitute credit where applicable or other as needed. See attached list of approved local Technical Colleges Substitute Courses at the end of this document. Prior approval not required. Evaluation of post secondary content by AC may be requested.

11d - TID Course Instruction: Managers who teach ONE or TID course to other staff may get credit for Advanced TID course only once. Prior approval not required.

11e - College Courses: If approved locally, college courses directly related to the profession (food service administration, management, dietetics, nutrition, and home economics) may be credited for Advanced TID with passing grade. Also, see discussion under Key Terms and Definitions of Substitute Courses. Prior approval not required.

11f - Locally-developed Manager Orientation (LMO): LMO may be offered to managers having completed CORE TID courses as determined by local needs. Prior approval required. This course is 30 credit hours. See TID 20a, 20b for information on GaDOE MIT.

11g - All Others: A local school district may use an in-house developed course or build a course over a period of one or more years from a variety of sources, such as GaDOE sponsored annual Managers' Conference. All courses should be based upon local needs. Submit course outline for prior approval. **Additional TID 11g# courses will be available on the MCRS as needed.**

11h – Manager/Supervisor Continuing Education Credit: This is credit for Manager/Supervisors **only** who have attended and have completed requirements for conferences attended within a school year and approved for CEU credit. The conferences may include, but not limited to: Directors' Conference, Preview Conference, Warehouse Meeting, Procurement Training, SMI Training, etc. AC prior-approval required.

TID 12 Hazard Analysis Critical Control Points (HACCP): This course can be an introduction to HACCP with the addition of the USDA/NFSMI Standard Operating Procedures (SOPs) CD. Suggested materials include *An Overview of the Process Approach to HACCP Principles* from NFSMI.Org and *ServSafe® HACCP* training information from the *Coursebook, 5th Edition, USDA's HACCP for Child Nutrition Program*. Prior approval may be requested.

TID 13 Advanced Nutrition and Nutrition Education (NNE): This pre-approved course includes Advanced content from:

1. Nutrition Basics and Nutrition Issues modules.
2. SNA's Healthy Edge (formerly ASFSA).
3. Nutrition, Concepts and Controversies, 10th Edition, and Study Guide.
4. American Dietetic Association: Complete Food and Nutrition Guide.
5. Approved text such as local Healthcare Science Technology nutrition text (requires prior approval).
6. Building Healthy Student Bodies teleconference series along with support activities.
7. Other local curriculum focusing on nutrition trends.
Curriculum other than that of 1-5 above requires AC prior approval.

NOTE: To receive credit for both TID 5, above, and TID 13, the course content must be different.

TID 14a GaDOE Culinary Institute I: This GaDOE course requires completion of CORE courses as a prerequisite. This course is offered only on the campus of University of Georgia, Athens.

TID 14b GaDOE Culinary Institute II: This GaDOE course requires completion of CORE TID courses and Culinary Institute I (TID 14a) as prerequisites. This course is offered only at Georgia Southern University, Statesboro.

TID 15 Georgia's School Nutrition Program Recordkeeping and Financial Online Reporting System (ORS transitioning to SNO-School Nutrition On-line): Advanced credit was awarded for this training/course developed by GaDOE.

TID 16 Sanitation and Safety Certification: ServSafe®, National Sanitation Foundation (NSF), National Environmental Health Association, or other approved sanitation/safety course: This course may include class time, on-the-job application and must include a passing score (required) on the validated and scored exam. This course may be taken/credited through other local agencies (e.g. health department or cooperative extension) and may be less than 30 classroom hours. Credit may only be given upon successfully passing the end of course validated/scored exam. This course also may be counted as an Advanced course (TID 16). **Recertification may be required every 5 years and may count as TID 16a or 11g-# course credit.**

This course should be used as Advanced TID course credit for initial completion (if Core courses have been completed) or for recertification as needed. TID 16a-# may be credited for additional recertification credit for ServSafe®, National Sanitation Foundation (NSF), National Environmental Health Association, or approved sanitation/safety course.

TID 17 GaDOE's New Directors' Orientation: Course credit will be granted only for classified Manager/Supervisors and may be granted prior to completion of the CORE.

TID 18 Customer Service: This is a pre-approved locally-developed course that incorporates:

1. NFSMI's *Focus on the Customer*.
 2. NFSMI's *Get Ready, Get Set, Go for Quality Service*.
 3. NFSMI's *Go for the Gold with Customer Service*.
 4. NFSMI's *Elementary, JR/MS, and High School Foodservice Survey*
- This course does not require prior approval.

TID 19 Food Production - Advanced: This is the second 30 credit hours, formerly counted

as TID 4b, in the Core courses. (See info on TID 4.)

TID 20a, 20b Managers in Training (MIT)-GaDOE Effective SY 06: This is the same course as TID 1a, 1b with the exception that it gives credit as an Advanced TID Course for those managers who have completed their Core courses.

NOTE: Only 150 credit hours are required for completion of Core courses. MCRS will note when the 150 credits are exceeded. There should be Advanced TID course credit for any excess credits counted as Core.

AUTHORITY – FEDERAL

7 CFR Part 210.19(a)(4) Program Compliance

AUTHORITY – STATE

O.C.G.A. 20-2-187 (a) (1)

Georgia Board of Education Rule 160-5-6-.01 (1)(a)1.–4 and (2)(a)4. (iii), *Statewide School Nutrition Program*

State Board of Education Rule 160-5-6-.01 School Nutrition Manager Classification Definitions

Code: EE

160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM.

(1) DEFINITIONS.

(a) **Classified school nutrition manager** – an individual who meets one of the following conditions:

1. **Manager trainee** – holds a high-school diploma or GED or was employed as manager prior to September 1, 1988; employment in this classification has been uninterrupted; and the individual has completed 30 credit hours of core Training-In-Depth (TID) annually toward completion of 150 hours.
2. **Manager I** – holds a high school diploma or GED or was employed as manager prior to September 1, 1988; has completed the core TID; and completes 30 credit hours of Advanced TID every three years.
3. **Manager II** – holds an associate or more advanced degree; completes 30 credit hours of core TID annually until core requirements are met; and thereafter completes 30 credit hours of advanced TID every three years.
4. **Manager III** – holds a school nutrition director service certificate issued by The Georgia Professional Standards Commission.
5. **Manager/Supervisor** – holds a high school diploma or GED or was employed as manager prior to September 1, 1988; completes 30 credit hours of core TID annually until core requirements are met and thereafter completes 30 credit hours of TID every three years; and meets requirements of director as specified in paragraph (2)(a)5(ii) of Rule 160-5-1-.22 Personnel Required in systems of less than base size having four or fewer schools.

TID Course List on MCRS
Revised 7/2008

<u>TID#</u>	<u>Level</u>	<u>Course Name</u>
1	Core	*ONE – Orientation for Nutrition Employees (Prior to SY 2006) Expired
1a	Core	**MIT Manager in Training Part A 30 Credits (Beginning SY 2006)
1b	Core	**MIT Manager in Training Part B 30 Credits (Beginning SY 2006)
1z	Core	Foundations (Prior to SY 1993) Expired
2	Core	**Menu Management (Formerly Nutrition and Menu Management)
3	Core	**Sanitation and Safety Certification (Beginning SY 2001)
3z	Core	Nutrition (prior to SY 2005) Expired
4a	Core	**Food Production – Part A 30 Credits
4b	Core	***Food Production – Part B 30 Credits (See TID 19) Expired
5	Adv	Nutrition Education (Beginning SY 2005)
5z	Adv	Advanced Nutrition (Prior to SY 2005) Expired
6	Adv	Purchasing
7	Adv	Training Skills for Managers (TSM)
8	Adv	Marketing Management
9	Adv	Building Human Resource Management Skills Level 1
Adv		Building Human Resource Management Skills Level 2
11a	Adv	Local Option – Employee Wellness Week Prior Approval Required
11b	Adv	Local Option – Computer Applications Prior Approval Required
11b-1	Adv	Local Option – Computer Applications Update; Prior Approval Required
11b-2	Adv	Local Option – Computer Applications Update; Prior Approval Required
11b-3	Adv	Local Option – Computer Applications Update; Prior Approval Required
11c	Adv	Local Option – Culinary Nutrition/Arts Certificate Course
11d	Adv	Local Option – TID/ONE Course Instruction
11e	Adv	Local Option – College Course Credit
11f	Adv	Local Option – Manager Orientation or Manager in Training (MIT) (Prior to SY2005) Expired
11g	Adv	Local Option – System Specific (Locally named course) Prior Approval Required
11g1	Adv	Local Option – System Specific (Locally named course) Prior Approval Required
11g2	Adv	Local Option – System Specific (Locally named course) Prior Approval Required
11g3	Adv	Local Option – System Specific (Locally named course) Prior Approval Required
11g4	Adv	Local Option – System Specific (Locally named course) Prior Approval Required
11g5	Adv	Local Option – System Specific (Locally named course) Prior Approval Required
11g6	Adv	Local Option – System Specific (Locally named course) Prior Approval

Required

- 11g7 Adv Local Option – System Specific (Locally named course) Prior Approval Required
- 11g8 Adv Local Option – System Specific (Locally named course) Prior Approval Required
- 11g9 Adv Local Option – System Specific (Locally named course) Prior Approval Required

NOTE: Additional 11g # Courses will be added as needed.

- 11h Adv Local Option – Manager/Supervisor Special – Prior Approval Required
- 12 Adv Hazard Analysis Critical Control Point (HACCP) Training
- 13 Adv Advanced Nutrition and Nutrition Education
- 14a Adv GaDOE Culinary Institute I
- 14b Adv GaDOE Culinary Institute II (Beginning Summer 2006)
- 15 Adv Recordkeeping Online Reporting System (SNO)
- 16 Adv Sanitation and Safety Certification (Beginning SY 2001)
- 16a-1 Adv Sanitation and Safety Recertification
- 16a-2 Adv Sanitation and Safety Recertification
- 17 Adv GaDOE New Directors' Orientation
- 18 Adv Customer Service (Beginning SY 2006)
- 19 Adv Advanced Food Production (Beginning SY 2006)
- 20a Adv **MIT Manager in Training Part A 30 Credits (Advanced Credit)
- 20b Adv **MIT Manager in Training Part B 30 Credits (Advanced Credit)

*As of SY06, ONE no longer counts as a TID Core Course. ONE continues to be required within the first year of employment of all new employees. Some managers may have already taken ONE as a Core course and are not required to take MIT as a Core course if he/she was classified as a Manager Trainee prior to SY06.

**Core courses to be completed within the first 5 years of employment. MIT may be counted as an Advanced course (TID 20a/20b) for persons having taken ONE and classified as a Manager Trainee prior to SY06.

*** To reflect the change of MIT as 60 credits, there is now an Advanced Food Production course credit (see TID 19). The second 30 hours of Food Production, TID 4b, is an Advanced TID course. The timeframe to make this conversion may be made at the local system's discretion, but no later than SY09 (July 1, 2008).

TID 2 – Menu Management
Suggested Topics/Resources

Developing Cycle Menus: GaDOE-MIT, Mississippi's *Pieces of the Puzzle* (MS-POP)

Applying Quality Standards such as variety, color, shape, texture, proper cooking and serving:
NFSMI-*Quantity Cooking Standards*, USDA-*Fruits and Vegetables Galore*,

Applying Nutritional Standards: USDA-SMI guidelines, USDA-*Recipes for Schools*, NFSMI-*Nutrition 101- A Taste of Food and Fitness*,

Using Food Production Records: GaDOE- *Food Production Record Instructions*

Standardizing Recipes: NFSMI-*Measuring Success with Standardized Recipes*, and *On the Road to Professional Food Production*, 2nd edition.

Adjusting Recipes: USDA- *Recipes for Schools*, USDA-*Food Buying Guide*,

Forecasting: GaDOE-MIT, MS-*Pieces of the Puzzle*, Pannell-Martin-*School Food Service Management for the 21st Century*

Using the Food Buying Guide: NFSMI-*Food Buying Guide for Child Nutrition Program Training*

Purchasing: NFSMI-*First Choice, Choice Plus, Guide for Purchasing Foodservice Equipment*,

Managing Inventory: NFSMI-*Inventory Management*

Marketing your meals on the serving line: GaDOE-MIT, NFSMI-*Focus on the Customer*

Promoting Good Customer Service: NFSMI-*Focus on the Customer*

Applying Work Schedules: GaDOE MIT, MS-POP, Pannell-Martin-*School Food Service Management for the 21st Century*

Culinary Nutrition Certificates
Substitute Courses at GA Technical Schools

Training in Depth (TID) Courses	Technical College Courses (TCC)
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Culinary Nutrition Assistant Certificate – 20 Credit Hours

*O.N.E. and Building Healthy Student Bodies	CUL 117 Introduction to Culinary Nutrition
TID 2 Menu Management	CUL 137 Nutrition and Menu Management
TID 3 Sanitation and Safety	CUL 110 Food Service Safety and Sanitation
TID 4 Food Production	CUL 112 Principles of Cooking
TID 11g-__ Local Option	EMP 100 Interpersonal Relations and Professional Development

Culinary Nutrition Manager Certificate – 36 Credit Hours

TID 1a Manager in Training Part I	CUL 145 Food Service Manager in Training I
TID 1b Manager in Training Part II	CUL 146 Food Service Manager in Training II
TID 5 Nutrition Education	CUL 140 Basic Nutrition
TID 6 Purchasing for Managers	CUL 116 Food Service Purchasing and Control
TID 8 Marketing Management	CUL 142 Marketing Mgt and Customer Service
TID 9 or 10 Building Human Resource Management Skills I,II or TID 11 Local Option Course (11g-__)	CUL 133 Food Service Leadership and Development
TID 11 Local Option Course (11g- __)	MAT 1021 Fundamentals of Mathematics
TID 11 Local Option Course (11b)	SCT 100 Introduction to Microcomputers

* Effective SY 06 – Manager In Training (M.I.T.) Course replaced O.N.E as TID 1.