

KEY AREA 1 - (1000) NUTRITION	
USDA Professional Standards	Coding for Other Training Topics
KEY TOPIC - (1100) Menu Planning	
(1110) USDA Nutrition Requirements	(1110) USDA Menu Planner
	(1110) Smart Snacks & Competitive Foods
(1120) Cycle Menus	
(1130) Local Foods - Farm to School	
(1140) Standardized Recipes	(1140) Standardized Recipes
	(1140) Whole Grains Recipes
	(1140) Chef-Inspired Recipes
(1150) Menu Analysis	(1150) Menu Planning & Analysis
	(1150) Menus with Reduced Sodium
(1160) Special Diets, Including Food Allergies	(1160) Special Diets
	(1160) Food Allergy
	(1160) Food Intolerance
(1170) USDA Foods	(1170) USDA Foods & Menus
(1200) Nutrition	
(1210) Nutrition Activities	(1210) Nutrition Education
(1220) Classroom & Cafeteria Integration	(1220) Implementing Breakfast in the Classroom
	(1220) Other Breakfast Options - Breakfast After the Bell, Second Chance Breakfast
	(1220) The Importance of Fresh Fruits & Vegetables
(1230) School Gardens	
(1300) General Nutrition	
(1310) Dietary Guidelines for Americans, MyPlate & School Nutrition	(1310) MyPlate
(1320) General Nutrition	(1320) Child Nutrition
	(1320) Community Nutrition
	(1320) Family Nutrition
	(1320) Human Nutrition
	(1320) Nutrients
	(1320) Nutrition
	(1320) Vitamins & Nutrients
	(1320) Food Science
(1320) Understanding Whole Grains	
KEY AREA 2 - (2000) OPERATIONS	

(2100) Food Production	
(2110) Standardized Recipes - Planning, Preparation & Service	(2110) Quantity Food Preparation
(2120) Food Production Records	(2120) Food Production
(2130) Culinary Skills	(2130) Culinary Techniques
	(2130) Food Preparation
	(2130) Weights & Measurements
(2100) Food Production	
(2140) Use & Care of Equipment	(2140) Knife Safety
(2150) CN Labeling, Crediting	(2150) How to Read a CN Food Label
	(2150) Product Formulation Statements
(2200) Serving Food	
(2210) Portion Sizes/Special Diets	(2210) Weights & Measurements
(2220) Offer VS Serve	
(2230) Maintaining Food Quality & Appearance	(2230) Quality Management
	(2230) Garnishing
(2240) Serving Lines	
(2300) Cashier & Point of Service	
(2310) Reimbursable Meals	(2310) Claiming & Counting
	(2310) Recognizing a Reimbursable Meal
(2320) POS Financial Responsibility	(2320) Computer Software
	(2320) Cashiering
	(2320) Confidentiality - Student Data
	(2320) Onsite Review/CEP Accountability
	(2330) Free or Reduced Identification
(2400) Purchasing/Procurement	
(2410) Product Specifications	(2410) Food Buying Guide
(2420) Bid Solicitation & Evaluation	(2420) Procurement Ethics
	(2420) Multi-Year Bids
(2430) Purchase Food, Supplies & Equipment	(2430) Procurement
	(2430) Purchasing
	(2430) Establishing Contracts with Third Party Vendors (i.e. National Buying Groups)
	(2430) USDA Foods/DOD/Diverted Foods
	(2430) Exhibit Hours/Food Shows*
(2440) Food & Supplies Orders	(2440) Forecasting & Ordering
(2450) Cooperative Purchasing Groups	

(2460) Contracts with FS Management Co.	
(2500) Receiving & Storage	
(2510) Inventory Management	(2510) Inventory
(2520) Receiving & Storage	
(2530) Hold & Recall	
(2600) Food Safety & HACCP	
(2610) HACCP	(2610) Food Safety
(2620) Food Safety - General	(2620) Food Handler
	(2620) Food Safety
	(2620) Serving It Safe/ServSafe/Food Safety
	(2620) Blood Borne Pathogens
	(2620) Thermometers/Calibration
(2630) Federal, State & Local Food Safety Regulations	(2630) Food Bio-Security (2630) Food Defense
(2640) Food Safety Culture	(2640) Promote Food Safety Behavior
KEY AREA 3 - (3000) ADMINISTRATION	
(3100) Free & Reduced Price Meal Benefits	
(3110) Eligibility	
(3120) Direct Certification	
(3130) Community Eligibility	
(3200) Program Management	
(3210) Staff Management	(3210) Professional Development
	(3210) Organizational Management
	(3210) Payroll
	(3210) Leadership Principles
	(3210) Change Management
(3220) Standardized Operating Procedures	(3220) Starting a Summer/After School/Breakfast/Supper Program
(3230) Healthy School Environment	
(3240) Emergency Plans	
(3250) Water, Energy & Waste	(3250) Green Schools & Sustainability
(3260) Administrative Review	
(3300) Financial Management	
(3310) Meal Counting, Claiming, Managing Funds	(3310) Cost Management
	(3310) Community Eligibility Provision
(3320) Compliance with	(3320) Regulations & Legislation
	(3320) Record Keeping

Regulations/Policies	(3320) Indirect Costs
	(3320) Fraud/Separation of Duties
(3330) Budgets	(3330) Budget
	(3330) Financial Management
	(3330) Accounting
	(3330) Grant Writing
	(3330) Developing an Annual Business Plan
(3300) Financial Management	
(3340) Financial Analysis	(3340) Auditing
	(3340) Finance Database
	(3340) Keys to Excellence - Business Planning
	(3340) Using Excel for the Job
(3350) Pricing	
(3360) Communicate Financial Information	
(3400) Human Resources & Staff Training	
(3410) Human Resources Management	(3410) Conflict Management
	(3410) Employee Concerns
	(3410) Time Management
	(3410) Dealing with Difficult People
	(3410) Supervising
	(3410) Team Management
	(3410) Personnel Management
	(3410) Negotiating/Resolution
(3420) Policies & Procedures	(3420) Ethics
	(3420) Absences from the Workplace
	(3420) Disability in the Workplace
	(3420) Discrimination in the Workplace
	(3420) Sexual Harassment
	(3420) Diversity
	(3420) Understanding Professional Standards
	(3420) Civil Rights Training
	(3420) Drug Free Workplace
(3400) Human Resources & Staff Training	
(3430) Training Plans & Tracking	(3430) Building a Curriculum
(3440) Retention, Promotion &	(3440) Employee Retention
	(3440) Delegating/Empowering

Recognition	(3440) Building the Next Generation of School Nutrition Professionals
(3450) Employee Health, Safety & Wellness	(3450) Personal Health
	(3450) Behavior Based Safety
	(3450) CPR/First Aid
	(3450) Stress Management
	(3450) Workplace Wellness
	(3450) Employee Safety - Ergonomics, Lifting, etc.
	(3450) OSHA
	(3450) Violence in the Workplace
	(3450) Hostile Work Environment
	(3450) Workplace Bullying
	(3450) Hazardous Materials
(3500) Facilities & Equipment Planning	
(3510) Facility & Equipment Planning	(3510) Facility Design
	(3510) Using Technology for the Job
(3520) Equipment Purchasing & Maintenance	(3520) Preventive Maintenance
	(3520) Energy Usage
	(3520) Disposal of Equipment
KEY AREA 4 - (4000) COMMUNICATIONS & MARKETING	
(4100) Communications & Marketing	
(4110) Strategic & Marketing Plans	(4110) Marketing
(4120) Program Promotion	(4120) Advertising
	(4120) Promotion
	(4120) Merchandising
	(4120) Social Media
	(4120) Public Affairs/Public Relations
	(4120) Media Management
	(4120) School Nutrition Market Trends
(4120) Partnering with a Chef	
(4130) Customer Service	(4130) Understanding Your Customer
(4140) Communication Skills	(4140) Oral & Written Communication
	(4140) Presentation Training
	(4140) Public Speaking
	(4140) Business Writing
	(4140) Facilitation Skills
	(4140) Maintaining a Professional Image
	(4140) Interpersonal Skills
	(4140) Using PowerPoint for the Job

	(4140) Business Writing Skills
	(4140) Using Excel for the Job
(4150) School & Community Communication	(4150) Community Marketing
(4160) Smarter Lunchrooms Techniques	(4160) Nudge Marketing/Behavioral Economics/Choice Architecture