

**Schedule for Manager Training July 16-19, 2018**  
**Ruston High School, Lincoln Parish**  
**900 Bearcat Dr., Ruston, LA 71270**

**Monday July 16, 2018**

**Registration: 12:30 to 1:00 pm**

<b>Time</b>	<b>Topic</b>	<b>Instructor</b>
1:00 p.m.	Policy	LDOE Staff
2:30 pm	Break	
2:50 pm	Marketing	Virginia Webb

**Tuesday July 17, 2018 & Wednesday July 18, 2018**

**Each day- times 8:30 am–noon and 1–4:30 pm (lunch scheduled from noon to 1 pm)**

<b>Time</b>	<b>Topic</b>	<b>Instructor</b>
TBD (3.5 hours)	Meal Pattern (with 20-30 min break)	LDOE Staff
TBD (3.5 hours)	Meal Preparation & Service (with 20-30 min break)	Melanie LaPorte
TBD (3.5 hours)	Role & Responsibilities of the Manager (with 20-30 min break)	Virginia Webb
TBD (3.5 hours)	Financial Management (with 20-30 min break)	LDOE Staff

**Thursday July 19, 2018**

8:30 am – 10:30 am Assessment

**\*Note: Agenda subject to change.**

For those who may need more background, the following are suggested. Note that the minimum of 16 hours in block 2 may be any of the Culinary Technique options from ICN. Individuals attending Manager Training are expected to have basic knowledge and skills in food safety, culinary techniques, portion control, weighing, measuring, recipe adjustment, USDA Foods, and inventory management. The following recommended prerequisites should be completed PRIOR to attending the Manager Training. **NOTE:** The resources listed below are recommendations. Other resources, such as those developed locally, are acceptable if the SFA feels they meet their training needs as prerequisites.

<b>Minimum Hours</b>	<b>Recommended Prerequisite</b>	<b>Comments</b>
8	Food Safety in Schools (ICN), ServSafe®, or other course	Free online at ICN or seminar (your cost)
16	1 hour Culinary Techniques (CT) 1-Introduction	Free online at ICN
	6 hour CT 1-Preparing Fruits, Vegetables, & Salads	Free online at ICN
	8 hour CT 1-Preparing Entrée Items	Free online at ICN
	8 hour CT 1-Preparing Soups, Eggs, Dairy & Sauces	Free online at ICN
	6 hour CT 1-Preparing Breads & Baked Goods	Free online at ICN
	4 hour CT 1-Using Seasonings	Free online at ICN
1	Inventory Management-Controlling Cost	Free online at ICN
4	Portion Control	Free online at ICN
4	Recipe Adjustments	Free online at ICN
4	Weights and Measures	Free online at ICN
3	USDA Primer 1	Free online at ICN
<b>40 hours</b>		