

CHILD & FAMILY DEVELOPMENT PROGRAMS
Community Action Team, Inc.
 Training Requirements for Food Service Staff

Staff Name _____

Employment Date _____

Within Two Weeks	Trainer	Completed
Meal production: <ul style="list-style-type: none"> • Menu production • Food Buying Guide • Ordering from vendors • Shopping from local vendors 	CM	
	CM	
	CM	
	CM	
Procurement	CM/Admin	
Special Dietary Needs Training at CACFP website: http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx Policy 3-10	Self/CM	
Within One Month	Trainer	Completed
Working with Ed staff for classroom projects	CM	

***Send form 1-51h to Admin when all items are completed. Certificates and CP6 need to be submitted to Admin at time of completion for each item.**

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____

Reviewed by _____ Date _____