

Annual Training Requirements Comparison

Position	State Annual Training Requirements	Federal Annual Training Requirements
Director	First Year: 7 hours	12 hours
	Subsequent Years: 4 hours	
Manager	First Year: 7 Hours	10 hours
	Subsequent Years: 4 hours	
Other Staff	First Year: 7 Hours	6 hours
	Subsequent Years: 4 hours	
Part Time	First Year: 4 Hours	4 hours
	Subsequent Years: 2 Hours	

Required Component	7 CFR 210.31	702 KAR 6:045	Dept. for Public Health
Initial Hiring Training	There are no pre-employment training requirements. Once employed, there are annual hourly training requirements dependent on the employee's position.	<p>Prior to employment or within 40 days of hire, all full time employees must complete 7 clock hours of training in the instructional units:</p> <ul style="list-style-type: none"> -school food service rules and administrative regulations - sanitation -safety and first aid -food preparation -equipment use and care -efficient use of resources -nutrition education <p>Part time employees either prior to employment or 40 days after hire must complete 4 clock hours in the instructional units:</p> <ul style="list-style-type: none"> -equipment use and care; -safety and first aid; 	The Kentucky Department of Public Health and local health departments are responsible for food safety in Kentucky. This includes the enforcement of the Kentucky Food Code and the inspection and regulation of any establishment, including school districts, selling food. In order to provide food service, districts must be permitted to operate the facility (subject to annual renewal), pass health department inspections, employ a certified food manager at all times while operating, and all other food handling employees

		-sanitation; and -food preparation and merchandizing.	must receive food handler permits.
Required Component	7 CFR 210.31	702 KAR 6:045	Dept. for Public Health
Specific Areas of Training	Training must be related to National School Lunch Program (NSLP) specific job tasks in the areas of Nutrition, Operations, Administration, and Communications and Marketing. Topics included under the aforementioned areas are: menu planning, nutrition education, general nutrition, food production, serving food, cashier and point of service, purchasing/procurement, receiving and storage, food safety and hazard analysis and critical control point, free and reduced-price meal benefits, program management, financial management, human resources and staff training, facilities and equipment planning, and communications and marketing.	Training must be in one of the instructional units: sanitation, safety and first aid, food preparation, equipment use and care, efficient use of resources, and nutrition education.	Food Manager Certification requires training and examination on: food safety, food handling, sanitation, record keeping, time/temperature, dishwashing, food contact surfaces, cross-contamination, food storage, illness, chemical and physical hazards, insects, sewage and disposal, etc. (Valid for 3 years). Food Handler Permit requires training and an examination on the following topics: food hazard: biological, physical and chemical; personal hygiene practices, cleaning and sanitizing processes, time and temperature controls. (Valid for 3 years).
Number of Annual Continuing Education/Training Hours	Hours based on job position: 12 director 10 manager 6 other staff 4 part time	Renewal of initial training is required each year by earning 4 hours for full time staff and 2 hours for part time staff.	

	Staff hired after Jan. 1 are only required to complete half of the requirement.		
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