



## Public School Works Food Service Training Guide

USDA requires food service employees working **less than 20 hours** a week to complete 4 hours of annual training. Below is a 4-hour packet.

PSW Required* & Recommended Classes	PSW Class Code	USDA PS Code	Rated Time (Minutes)
Civil Rights for Food Service*	M-378	3420	50
Fire Safety & Fire Extinguisher Use*	M-013	3459	20
Bloodborne Pathogens*	M-026	2600	30
Personal Protection Equipment (PPE)*	M-041	2600	15
Breakfast Meal Patterns & Components	M-1037	1100, 2100, 2200, 2300	30
Lunch Meal Patterns & Components	M-1036	1100, 2100, 2200, 2300	30
Breakfast Offer vs Serve	M-1039	1100, 2100, 2200, 2300	30
Lunch Offer vs Serve	M-1038	1100, 2100, 2200, 2300	30
Heimlich Maneuver Demonstration	M-215	3400	5
NSLP Fact Sheet	M-1040	1300	5
			<b>240 Minutes</b>

Employees working **more than 20** hours a week must complete a total of 6 hours. In addition to the courses above, here are courses that we recommend for the 6-hour annual training.

PSW Required* & Recommended Classes	PSW Class Code	USDA PS Code	Rated Time (Minutes)
Food Cost 101	M-876	2400	30
Labor Cost	M-1067	3300	30
Communicating Effectively	M-693	3400	25
Receiving, Storing & Protecting Food	M-108	2500	20
Protecting Student Data	M-544	3200	15
			<b>120 Additional Minutes</b>

**Kitchen managers** must complete 10 hours of annual training. In addition to the courses above, here are courses that we recommend for the 10-hour annual training.

<b>PSW Required* &amp; Recommended Classes</b>	<b>PSW Class Code</b>	<b>USDA PS Code</b>	<b>Rated Time (Minutes)</b>
Food Service Tools & Equipment	M-106	2100, 2200	15
Assisting Students with Allergies	M-375	2600	45
Safe Workplace for Foodservice	M-005	2600	15
Conflict Management	M-746	3400, 4100	25
Workplace Bullying	M-617	3400	20
Situational Awareness	M-756	3400	15
First Aid Medical Emergencies	M-745	3400	20
Food Safety for Food Handlers	M-575	2600	65
Avoiding Cuts & Burns	M-071	2600	20
<b>240 Additional Minutes</b>			



The EPC is working hard to put out a few additional training courses. Look for these soon!

<b>PSW Required* &amp; Recommended Classes</b>	<b>PSW Class Code</b>	<b>USDA PS Code</b>	<b>Rated Time (Minutes)</b>
NSLP Production Schedules			
NSBP Production Schedules			
School Field Trip Meals			
Understanding CN & PFS Labels			

Additional training courses for food service staff within Public Schools Works include:

<b>Additional Courses</b>	<b>PSW Class Code</b>	<b>USDA PS Code</b>	<b>Rated Time (Minutes)</b>
Absences from the Workplace	M-037	3400	25
Foodservice Sanitation	M-107	2100, 2200, 2600	15
Employees Concerns in the Workplace	M-109	3400	15
Customer Service Excellence	M-720	2300, 4100	25
Personal Protective Equipment (PPE) Hearing Protection	M-753	3400	15
Slips, Trips & Falls	M-338	3400	25
Tornado Safety	M-368	3400	25
Reporting Fraud	M-251	3300, 3400	10
Handwashing Tips	M-986	3100, 2200, 2600	5
Ladder Safety	M-054	3400	20
Anaphylaxis Awareness & Response	M-671	3200	25
Caring for Students with Diabetes	M-102	1200, 2200, 3200	15
Latex Allergy	M-308	1300, 3400	30
Employee Accident & Exposure Incident Reporting	M-100	2600, 3400	5
Back Injury Prevention & Ergonomics	M-052	3400	15
Chemical Safety	M-030	2600, 3400	40
Emergency & Fire Preparedness	M-112	2600, 3400	25
First Aid- Choking	M-123	3400	15
First Aid Fundamentals	M-029	3400	25