



Palm Beach County School Food Service  
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## All Employee Training August 16, 2012

### ➤ Introduction

Administrator can open the meeting and welcome all employees back...we are so happy to see everyone...

Jamie and I (insert names) will take this time to go over some changes to our program and that is the reason why we have decided to host a training with everyone together.

### ➤ **Fruit/Vegetable Choice Mandatory for a Complete Reimbursable Meal**

Beginning August 2012, our department will begin implementing new national legislative changes outlined in the *Healthy Hunger-Free Kids Act* (HHFKA). These changes to the school nutrition environment come at a critical time in our society when nearly 1 in 3 children are considered at risk for preventable health conditions such as diabetes and heart disease.

One of the most significant changes for this school year is that **students will now be required to select at least one fruit or vegetable with their meal**. While this change will have an impact on our operation, we believe this is a wonderful avenue to increase student opportunities to consume a balanced meal. It is important to understand that these are federal regulations required for all food service departments which must be implemented beginning the first day of school.

### ➤ Handouts

- **Healthy Hunger-Free Kids Act 2012 –Nutrition Standards (Background and Key Changes)**
- **Student/Parent Flyer**
- **Free and Reduced Meal Application Flyer**

Included in your packets three flyers – one flyer was created for your manager, and the other two were created for parents and sent out to every student's household.

Please take a look at your yellow flyer – In the box titled Key Changes Related to Nutrition Standards...This box summarizes some of the important changes to our program.

Many of the changes we were already meeting prior to the new regulation such as increasing:

- The availability of fruits and vegetables – we have always tried to give the students a variety to choose from such as fresh fruit, cupped fruit, 100% fruit juice, salad cups and hot vegetables
- Whole grain rich bread products – we started this transition years ago and offer many products that are whole grain
- Low fat and fat free dairy products – all of our milk, cheese, and yogurt products are low fat and/or fat free
- In an effort to reduce the overall sodium in our meals, we have removed the salt from all the hot vegetable recipes. We added a new recipe – Essence of Palm Beach which is a salt free spice blend that can be added to the vegetables. Also, margarine was also removed from the hot vegetable recipes due to milk/dairy allergies. When approved by the recipes, vegetable oil may be added.
- We will continue to serve items with no trans fat and maintain compliance with saturated fat guidelines.

Our School Food Service Department has already begun communicating these changes.

- All managers were notified of the new regulations during the May in-service which took place just before summer break.
- Managers have attended a workshop last week to gain more information.
- Principals were notified of the changes in a bulletin
- Parents were informed in the Free & Reduced mail out
- Breakfast and lunch menus
- Public Affairs has been included in the communication for media inquiries
- SFS website has additional information

- **Tips to Consider When Implementing Offer vs Serve** - go through hand out  
The next handout contains some tips that we feel may help your school with transitioning to the new Offer vs Serve requirements.
  - **Ring in the Fruit/Veg 1<sup>st</sup>**  
Cashiers need to ring in the fruit or vegetable component first and the keys on the key board have been set up differently to assist with this. If you get in the habit of ringing in the fruit or vegetable first, this will save you time when a student comes to the register without one. You can immediately give them the option to go back to the serving line or ring the meal in a la carte.
  - Set up a basket or pan of fruit and vegetable choices at the POS
  - Have an employee observe trays prior to the POS to help encourage students to take a fruit or vegetable
  - **Extra Fruit/Veg key – 3RD F/V**  
This key will only be used when it is on the keyboard and when a student has two fruit vegetable choices with their penne pasta or spaghetti with meatballs or meat sauce. You will use this key in place of one of the fruit vegetable choices on the tray.

From the first day of school, all employees should be reminding students that a fruit or vegetable is required with their meal.

- **OVS – What Makes a Meal – educating students – “Green means go”**  
Every manager received a “What Makes a Lunch” poster during their workshop last week. These posters need to be displayed on the serving line in an acrylic frame to assist students in identifying how to make a reimbursable meal. Please ensure that these posters are placed on the serving line visible to students.  
Also each school will receive green static clings that have Fruit/Vegetable on them. The clings need to be on the cold serving line where the fruit and salad cups are displayed as well as one on the hot line where the hot vegetable is located.

➤ **Activity Time**

We will divide into groups of five people. There should be about eight groups.

Each group will receive one set of 24 sample trays. As a group you will decide whether the items on the tray make a reimbursable meal or not. If you are not sure what the items are on the tray, please refer back to your worksheet for the exact menu items.

Once all the groups have finished reviewing the trays, one person from each group will discuss a couple trays with everyone.

**Trainers** – refer to answer key

**NOTE** - tray 18 is spaghetti w/meat sauce, salad, juice, and milk – you can remind the group that cashiers would use the 3RDF/V key for this tray.

➤ **Safety – Proper Shoes**

We have been asked by Risk Management to make sure that all employees understand the importance of following the current requirements for work shoes.

- Shoes with certified slip resistant, anti-slip, anti-skid or skid resistant soles with closed heel and toe that covers the entire foot must be worn. Clogs do not meet this standard and may not be worn.
- Shoes must be properly cleaned and in good repair.
- The shoes must be made of a non-absorbent or non-porous material such as leather or man-made leather and must be a solid piece of material (i.e. no holes or mesh).
- Sandals, canvas, running shoes, sports shoes, or high heels are unsafe and unacceptable.
- Black, brown and tan are acceptable color choices. However, when you are purchasing new, please purchase black. That will be the only acceptable color next year.
- Approved shoes can be purchased from a variety of retail outlets such as Wal-Mart, K-Mart, Payless, and JC Penney's.
- Approved shoes purchased from Shoes for Crews can be paid for through payroll deduction. Please request additional information from your manager.

It is very important for your safety and the safety of others in your kitchen that all employees follow these requirements. Please make sure that you are wearing the proper footwear to ensure your safety and to avoid disciplinary action.

➤ **Closing**

We hope this training has been helpful. We appreciate all your hard work and passion. We will make mistakes, but it is important to learn from them. Remember it always our commitment as School Food Service employees to put kids first and we hope this a great year for everyone!

➤ **Thank you Raffle**

At the end of each session, we will be raffling off three gift cards. Each area should take a basket so that the employees can rip off their ticket and place them in the basket for the drawing.