

2026-2027 Food Service Orientation



AGENDA DAY 1: 8/10/2026

7:00 am – 5:00 pm

8/10/2026

Introduction 7:00 – 10:00 am

- Food Service Director Introduction
- Food Service Staff Orientation
 - Communication
 - Professionalism
 - Expectations for the year
- Job Description: Head Cook
- Job Description: Asst. Cook

Civil Rights Training, 10:00 – 10:30 am

- Civil Rights Training Video (OPI)
 - Discussion, Questions, Etc.

Meal Counting & Claims, 10:30 – 11:00 am

- Meal Counting & Claims (OPI Webinar)
 - 2310- Count reimbursable meals according to meal pattern requirements (including Offer Versus Serve) and eligibility status.
 - USDA Requirements
 - OPI Requirements
 - Discussion, Questions, Etc.

Meal Planning & Production Records, 11:00 – 12:15 pm

- Meal Planning & Production Records (OPI Webinar)
 - 2120- Complete a food production record and other required paperwork.
 - Discussion, Questions, Etc.

BREAK ON YOUR OWN 12:15 – 12:45 pm
KITCHEN TOURS 1 – 3 pm

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Menu Planning Workshop 3:00 – 5:00 pm

- 1110- Plan menus that meet USDA nutrition requirements for reimbursable meals, including calculating meal components.
- 1120- Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
- 1130- Utilize local food sources, especially Farm to School, when possible.
- 1140- Write standardized recipes, and use Food Buying Guide.
- 1150- Analyze menus for school meal pattern requirements.