

Orientation Checklist Nutrition Services Director

- Job Description
- Introductions and tour
- Food Handler's Card/First Aid/CPR
- USDA/Child and Adult Care Food Programs regulations and procedures
- USDA/CACFP Oregon Department of Education contract/renewal
- Forms used in USDA/Child and Adult Care Food Programs and due dates
 - __claim form __menu planning sheet __shopping list
 - __confidential income statement form __meal reimbursement report
 - __monitor form __one month study report form
 - __monthly feedback form
- Head Start and UMCHS, Inc. policies and procedures related to nutrition and food service (see Work Plan-Nutrition and USDA Centers)
- WIC policies, procedures and responsibilities
- Agency Newsletter responsibilities and due dates
- Month end reports and due date
 - __WIC__USDA/CACFP __Head Start/Early Head Start Nutrition Assessments
- Staff training responsibilities
- HS and Early Head Start monthly menus and nutrition education activity and due dates for distribution
- UMCHS, Inc. policies and procedures (dress code, leave requests, time sheets, etc.)
- Meeting required to attend (dates and times)
 - __Admin __Management __Health Advisory Committee
 - __Staff Meetings __Comprehensive Staffings as needed
 - __Other meetings/trainings as required by supervisor

Signature_____ Date_____

Signature_____ Date_____