

# 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\_\_\_\_\_