



Culinary Directions

Managers Certification Program

Administration:

The Arkansas Department of Education (ADE), Division of Elementary and Secondary Education (DESE), Child Nutrition Unit (CNU) administers the Arkansas Culinary Directions Child Nutrition Manager Certification Program.

Definition of Child Nutrition Manager:

Directly supervises the food service program in one or more schools. Managers are expected to resolve most problems that arise in the operation of a school kitchen/cafeteria. Managers receive general supervision from the district Child Nutrition Director and directly supervise employees in the school child nutrition / food service program.

Certification Requirements:

- **Educational Requirements:**

Before certification is awarded, participants must provide a copy of a high school diploma or GED (transcripts will also be accepted) to the Child Nutrition Unit. Participants may enroll and attend Part 1 and Part 2 of Manager Certification Training prior to submitting documentation. However, documentation of educational requirements must be submitted with the completed "Manager Evaluation for Certification" at the end of the year of on-the-job training, which occurs the school year after completing Part 2.

- **Manager's Certification Basic Course Requirements:**

Successful completion of the following are required for Manager Certification:

- 32 hours of assigned prerequisites to Culinary Directions Part 1
- Introduction to Child Nutrition
- Sanitation and Safety
- Production Records
- Personnel Management
- Technology 101
- Kitchen Management
- Food Science Course and Culinary Techniques Labs
- Menu Planning
- Kitchen Efficiency
- Nutrition 101 – prerequisite to Part 2
- Marketing for Child Nutrition – prerequisite to Part 2



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- **Attendance Requirements:**

All classes must be completed to receive credit for the course. No excused absences are allowed in the one-week workshop. Documented illness or deaths in the family should be reported immediately to the training coordinator. Arrangements will be made to enroll the participant in the class the following year. Participants must be in attendance all day all 5 days.

- **One-year “on-the-job” Training Requirements:**

After completing Culinary Directions Part 1 and Part 2, participants must complete one year of on-the-job training as a Child Nutrition Manager or Assistant Manager. To confirm success as a manager or assistant manager, the participant must receive a recommendation from their immediate supervisor. An evaluation form is emailed to the immediate supervisor in August following the completion of one school year of on-the-job training.

Continuing Certification Requirements:

Each certified manager must attend Manager Recertification Training provided by the Arkansas Department of Education, Child Nutrition Unit, within 6 years of the initial certification and every 6 years thereafter. Currently, the Recertification Training workshop is offered in odd numbered years. Managers that are certified in even years will be required to attend their first Recertification training after 5 years.

Managers must also successfully complete 10 hours of annual professional development as required by the USDA/FNS Professional Standards.

If a certified manager does not meet the continuing certification requirements, the manager must successfully complete both Part 1 of the Manager Certification and Recertification Training before certification will be renewed.

Required documentation to be certified as a manager (August 2022):

- ✓ Complete evaluation and recommendation form submitted and signed by supervisor
- ✓ Copy of high school diploma, GED, higher education diploma, or transcript (high school or college)
- ✓ Copy of completion certificates for Culinary Directions Part 1 and Part 2, including the Institute of Child Nutrition prerequisite courses for both Part 1 and Part 2