



# **Child Nutrition Services APPRENTICESHIP PROGRAM**

**Apprenticeship Training Program for  
Child Nutrition Service**

**A partnership between  
Newport News Public Schools and Virginia  
Department of Labor and Industry**

**NEWPORT NEWS**



**PUBLIC SCHOOLS**

**Purpose:**

The purpose of the Apprenticeship Program is to ensure the professional development of the Child Nutrition Services (CNS) employees by providing relevant, educational & on the job training. Employees may earn increases to their salaries with successful completion of level requirements.

**Benefits:**

Some of the benefits to the staff will be:

- increased pay for a higher level of skills
- formal recognition by the SNA for professional achievement
- increased knowledge & skills in child nutrition
- increased ability to implement Newport News School Board's Wellness Policy in the nutrition area

The school system will benefit by having a highly qualified work force that will ensure safe & healthy meals for students & staff.

**Who is eligible?**

Any contracted employee, who is in good standing, is eligible to enroll. Employees must have at least a high school diploma or GED to participate in the program. Participation in the program is voluntary. If an employee chooses not to participate, he/she will continue to benefit from the standard pay scale.

**How do I enroll?**

Obtain an Apprenticeship Application Form from your manager or the CNS central office during the application period. Send the completed copy to the CNS central office. Please contact the CNS office for application period dates.

**Expectations:**

- The Apprentice is expected to maintain a passing grade, "C" or better in all courses.
- The Apprentice is expected to attend all scheduled courses. If an Apprentice has more than one (1) unexcused absence he/she will be removed from the program. The Apprentice is responsible for seeking approval for absences from the CNS Supervisor and it is his/her responsibility to make up all work missed.
- If the Apprentice has any work performance issues or disciplinary occurrences while in the program it will result in the Apprentice being dropped from the program.
- The Apprentice is expected to be prepared for class and complete all required assignments by the due dates given. The Apprentice should contact the CNS Supervisor immediately if unable to adhere to any deadlines.

## Year 1 Requirements:

### ***CNS Technician Course Schedule - Year 1***

<b>October - 4 weeks - 14 hrs</b>	
Team Building	2
Program Requirements	4
CNS Orientation	3
Weights & Measures	2
Food Presentation	3

<b>November - 3 weeks - 12 hrs</b>	
Team Building	1
Basic Technology	5
Civil Rights	2
Food Service Asst - you are important	4

<b>December - 2 weeks - 8 hrs</b>	
Team Building	1
Keys to Effective Communication	5
Great Customer Service Begins w/ Me	2

<b>January - 4 weeks - 16 hrs</b>	
Team Building	1
Behaviors of Successful People	5
Math	10

<b>Late November - June - 20 hrs</b>	
Webinars	20

<b>February - 4 weeks - 16 hrs</b>	
Team Building	1
Serving it Safe	12
Dealing w/ Conflict	3

<b>March - 4 weeks - 12 hrs</b>	
Team Building	1
English	10
Food Allergy Management	1

<b>April - 3 weeks - 12 hrs</b>	
Team Building	1
First Aid/CPR	5
Cashier/Money Management	6

<b>May - 4 weeks - 14 hrs</b>	
Team Building	1
Cleaning/Sanitizing	10
Nutrition 101	3

<b>June - 2 weeks - 8 hrs</b>	
Team Building	1
Nutrition 101	7

<b>Summer - 12 hrs</b>	
Nutrition 101 Project	12

## Successful Year 1 Completion will include:

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Cafeteria Manager and CNS Area Supervisor
- Satisfactory performance evaluation

## Year 1 Rewards:

- A 3.5% salary increase and a title of Child Nutrition Technician I

## Year 2 Requirements:

### ***CNS Technician Course Schedule - Year 2***

#### **September - 4 weeks - 16hrs**

Program Requirements	2
Leadership Skills	4
Business Financial Management	10

#### **October - 4 weeks - 16 hrs**

ServSafe	16
----------	----

#### **November - 3 weeks - 12 hrs**

Leadership Skills	4
Computer Training	8

#### **December - 2 weeks - 9 hrs**

Leadership Skills	4
Nutrition Education	5

#### **January - 4 weeks - 14 hrs**

Leadership Skills	4
Basic English II	10

#### **Late November - June - 12 hrs**

School Wellness	12
-----------------	----

#### **February - 4 weeks - 14 hrs**

Leadership Skills	4
Basic Math II	10

#### **March - 4 weeks - 14 hrs**

Leadership Skills	4
Marketing 101	10

#### **April - 3 weeks - 12 hrs**

Leadership Skills	4
"Target <u>Your</u> Market" Project	8

#### **May - 4 weeks - 16 hrs**

Leadership Skills	4
"Target <u>Your</u> Market" Project	12

#### **June - 2 weeks - 9 hrs**

Leadership Skills	4
Cashier Training	5

## Successful Year 2 Completion will include:

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Cafeteria Manager and CNS Area Supervisor
- Satisfactory performance evaluation

## Year 2 Rewards:

- A 3.5% salary increase and a title of Child Nutrition Technician II