

Montana Cook Fresh Training Support Program (MCFTSP) Description

Sponsors:

Montana Team Nutrition (2017 Team Nutrition Training Grant), Montana No Kid Hungry and Montana Office of Public Instruction

Purpose:

- 1) Provide on-site training or technical assistance to improve culinary skills with the goal of increasing the service of “from scratch” meals/recipes, fresh foods and a variety of vegetables in school meal programs. This may include, procurement/purchasing, food production, service, farm to school and/or best practices to increase the school district’s capacity for cooking fresh wholesome (Montana sourced when possible) meals or serving nutrient rich snacks and beverages.
- 2) Develop and implement a Montana Cook Fresh Action Plan which includes an evaluation of current practices, goal setting, onsite training opportunities conducted by 3 to 5 consults) and assessment of outcomes.
- 3) Provide financial support to the school district and peer trainer to conduct MCFTSP.

This project is in coordination with the Montana Cook Fresh Award Program and the Montana Cook Fresh School Nutrition Institute.

Examples of Training/Technical Assistance Include: (but not limited to)

- Assessment of the current breakfast and/or lunch menu, recipes, staffing pattern, equipment with action plan development and on-site training on how to increase scratch cooking.
- Consultation on menu/recipe development.
- Staff time to work on menu changes and testing of recipes with staff and students.
- Salad Bar and/or Fruit/Vegetable menu enhancements
- School Breakfast menu, recipes and expanded service options
- Culinary training assessment and training sessions provided for cooks.
- Staff work schedule recommendations for increasing scratch cooking.
- Procurement (purchasing) training, including local/regional food suggestions.
- Marketing of program and menu and cafeteria enhancements.

Method:

1. Technical assistance and training are provided to school staff in their school kitchens via peer educators (MT School Food Service Peer Educator Network and MT schools), chefs (MT Chefs to School Network and beyond) or contracted trainers.
2. This program is marketed by partnering agencies through list serves, newsletters, staff and training workshops.
3. The interested school completes the **Montana Cook Fresh Training Support Program Request form** (see attached) and submits it to MTN staff.



4. Montana Team Nutrition staff (and State Agency staff), School Contact and Peer Trainer to set up a **Team Up for School Nutrition Success Action Plan (see attached)** that achieves the school's goal. The plan also includes a timeline for the technical assistance visits. Pre-data (step 5) is collected before or during the first visit.
5. In collaboration with Montana Team Nutrition, MTN staff and the Peer Educator ensures the school sends in the Pre-Training Evaluation Documents. These include:
 - 1 month of breakfast and lunch menus.
 - 2 weeks (from the above monthly menu) of daily production records for breakfast, lunch and salad bar (if applicable).
 - Food Service Staffing pattern and organizational chart.
 - Smarter Lunchroom Scorecard (will arrange with Director to have completed) at schools receiving training support.
 - Average Daily Meal Participation for breakfast/lunch for schools impacted by training support.
 - Peer Education is completed within a three-month period.
6. MTN staff in collaboration with the Peer Educator ensures the school sends in the Post-Training Evaluation Documents. These include:
 - A monthly menu (post-training) and
 - Two weeks of production records for breakfast/lunch/salad bar.
 - Smarter Lunchroom Scorecard
 - Average Daily Participation in Breakfast and Lunch Meals.
 - A **Montana Cook Fresh Training Outcome Report** of the outcomes of the training support. This may include a list of new recipes/items/enhancement that have been added to the menu because of the training; staff training completed and results.
 - Three months after the Training Support has ended, MTN staff will ask the school to complete the **Montana Cook Fresh Training Support (3-month short survey)**
7. Payment is made to the School and the Peer Educator at the end of the Training Support. The school or peer educator/trainer submits an **invoice** to Montana No Kid Hungry c/o Montana Team Nutrition (see attached)
 - Financial expenses for Schools include mileage/per diem and/or staff time (substitute pay or to support training hours for school staff). School training support funds could be distributed in common amounts like \$300, \$500 or \$750 to cover multiple consults to the school so one payment can be made. Labor costs could be used for new recipe or menu planning time for director and/or staff; training hours for staff beyond normal work hours.
 - Peer or trainer costs are based on \$24.00/hour and includes travel costs (mileage/per diem/lodging), and any training supplies/food.
8. The Montana Cook Fresh Training Outcome Report will be shared with the School Food Service Director and the partnering agencies.



Budget:

SY 2018-19: MT No Kid Hungry has committed funds to cover 4 school districts in this project and School Food Service Peer Mentoring Consults (which are typically a 1-2 consult on a specific topic (not scratch cooking)).

SY2019-2020: MT No Kid Hungry has committed funds to cover 8 school districts in this project and School Food Service Peer Mentoring Consults (which are typically a 1-2 consult on a specific topic (not scratch cooking)).

Evaluation Plan: Done through an MS Excel Sheet

- Tracking of number of schools requested MCF Training Support Program (MCFTSP)
- Tracking of hours provided by peer educators to school districts
- Tracking of training topics
- Tracking of culinary changes in school menus (changes in number of “from scratch” items, new recipes, variety of vegetables offered, Montana sourced items, breakfast menu items/recipes)
- Changes in servings of vegetables served (especially dark red, leafy green and lentils/legumes/dried beans/peas) based on production records and follow up survey
- Pre-and Post-Smarter Lunchroom Scorecard Changes
- Pre-and Post-Average Daily Participation Changes in Breakfast and Lunch Programs.
- Tracking of best practices in school nutrition, school wellness or nutrition education and farm to school.
- Tracking of satisfaction from schools on value of MT Cook Fresh Training Support received and if the outcomes were achieved.

Tools:

Chef Ann’s The Lunchbox Management [Tools](#)

Smarter Lunchrooms [Scorecard](#)

Eat the Rainbow: Salad Bar [Checklist](#)

Boost Brainpower with Breakfast [Scorecard](#)

Chef Ann School Lunch Menu [Resources](#)

Menu [Planner](#) for School Meals

Healthier Kansas Kan Eat Menus/Recipes: https://www.kn-eat.org/snp/snp_menus/snp_resources_healthier_kansas_menus.htm

Iowa School Nutrition Menus/Recipes: <https://educateiowa.gov/pk-12/nutrition-programs/school-meals/menu-planning-and-recipes>

Farm to School Assessment [Tools](#) and [Resources](#):

Procurement [Guide](#) (NCAT)



Attachments:

- Promotional Flyer/Request Form (Attachment 1a)
- Outcomes Report (Attachment 1b)
- Follow Up Survey (Attachment 1c)
- Pre-Survey (Attachment 1d)
- Post Survey (Attachment 1e)
- Answer Sheet (Attachment 1f)
- Evaluation Script (Attachment 1g)



Montana Cook Fresh

TRAINING SUPPORT PROGRAM



Montana Cook Fresh Training Support Program

On Site Training to Increase Scratch Cooking

Interested in improving your school meal program's ability to serve more fresh foods and "from scratch" meals? If so, fill out a Montana Cook Fresh Training Support request form on page 2 of this document.

The Montana Cook Fresh Training Support Program can provide:

- On-site training and technical assistance to your staff to enhance their culinary skills, menu planning, recipe development, procurement methods, service and marketing of fresh wholesome foods to students.
- Experienced Montana School Food Service Peer Educators and/or trained chefs to work with the Food Service Director to create a plan that is designed specifically to meet your program's goals.
- Financial support is provided to the school district and the Peer Educator. Funding is limited to four school districts so apply today!

Examples of Montana Cook Fresh Training Support

- Assessment of breakfast or lunch menus, recipes, equipment, and staffing pattern - with a tailored training plan to increase scratch cooking or service of whole fresh foods.
- Culinary training for staff which can include knife skills, cooking methods (roasting, blanching), flavor enhancements (use of herbs/spices), new recipe development, and record keeping.
- Enhancing breakfast program with more fresh foods, menu variety, and/or expanded service options.
- Salad bar and/or fruit and vegetable menu enhancements.
- Purchasing suggestions for including fresher and more local/regional foods.
- Marketing ideas to boost student engagement in to enhance menu, salad bar, and cafeteria atmosphere.

For more information on the Montana Cook Fresh Training Support Program, please contact Katie Bark, Montana Team Nutrition Program Director at 406- 994- 5641 or kbark@montana.edu.



This project was funded using U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider and employer. If you have questions about this resource, please contact Montana Team Nutrition: <https://www.montana.edu/teamnutrition/>

Montana Cook Fresh Training Support Request Form

Date:	Name:	School:
City:	Email:	Phone:

What are your goals or expected outcomes for your school meals program?

Why do you want to participate in the Montana Cook Fresh Training Support Program?

Do you have approval from School Administration to participate in this training program?

Please circle or highlight your response: Yes No

Who will receive the Training or Technical Assistance? (can be more than one person)

Include the job position and person's name. For example - Food Service Director: Mary Smith

List the names of the school(s) within the district which will receive the training.

Before and after the training occurs, the following assessment data will be collected from the Food Service Director. You do not need to submit this information now. This information will be collected and used in designing and implementing a *Team Up for Success Action Plan* if you are selected to participate.

- 1 month of breakfast and lunch menus.
- 2 weeks (from the above monthly menu) of daily production records for breakfast, lunch and salad bar (if applicable).
- Food Service Staffing pattern and organizational chart.
- Smarter Lunchroom Scorecard (will arrange with Director to have completed) at schools receiving training support.
- Average Daily Meal Participation for breakfast/lunch for schools impacted by training support.

Please initial to confirm your cooperation in collecting pre-and post-data.

_____ (please initial)

List any questions or additional information that you would like to share.

Please return this request form to Katie Bark at kbark@montana.edu.



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Montana Cook Fresh Outcomes Report

Please complete this report and return it to kbark@montana.edu within 1 week of finishing peer education consultation for a district. You may email this report or copy the questions into an email message in submitting it.

Date:

Name of School Food Service Peer Educator/Trainer:

School District Name Receiving MT Cook Fresh Training Support:

Town:

Contact Person Name:

Email Address:

Phone Number:

Expected outcome(s): (Look at your *Team Up for School Nutrition Success Action Plan*. Copy the expected outcomes below.)

List the challenges you observed or learned in achieving the outcome(s):

Staff Members Trained:

Name of Employee/Staff	Position Title	Comments



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I have reviewed and received: *Please check off items reviewed and fill in dates/scores*

- Team Up for School Nutrition Program Success Action Plan
- Production Records: Pre-and Post (2 weeks of breakfast, lunch, and salad bar)
- Smarter Lunchroom Score Cards
 - Date of Pre-Training Scorecard: _____ Score: _____
 - Date of Post-Training Scorecard: _____ Score: _____
- Eat the Rainbow: Salad Bar Best Practices Checklist
 - Date of Pre-Salad Bar Checklist: _____ Score: _____
 - Date of Post-Salad Bar Checklist: _____ Score: _____
- Boost Brainpower with Breakfast Scorecard
 - Date of Pre-Breakfast Scorecard: _____ Score: _____
 - Date of Post-Breakfast Scorecard: _____ Score: _____

Average Daily Participation:

Meal	School Name	Date of Pre	ADP	Date of Post	ADP	Change
Breakfast	Your Town School	2/15/2019	30%	5/10/2019	32%	2%
Lunch	Your Town School	2/15/2019	55%	5/10/2019	50%	-5%

Dates of Service/Hours/Topics/Skills Training Covered:

Please list dates/hours (and/or minutes), the training topics/skills that you covered during the consult.

Date	Hours/Minutes	Training Topics/Skills	Names of Staff Trained	Resource/Tool Utilized in Training
2/15/2019	4 hours	School visit: Completed Smarter Lunch Scorecard	Mary Smith (FSD)	Smarter Lunchroom Scorecard



Was the Food Service Director open to your training suggestions? *Circle or highlight: Yes No Unsure*
Please explain your response.

Were the staff members open to your training suggestions? *Circle or highlight: Yes No Unsure*
Please explain your response.

Were the outcomes met?

Was the Action Plan completely carried out? Yes or No

If no, list the sections of plan that were not completed.

List any challenge(s) you encountered when providing the training/technical assistance.

In your opinion, what positive changes were achieved through the Montana Cook Fresh Training Support Program?

List your recommendations for addressing any remaining challenges and/or follow-up training or assistance.

Additional comments:



Montana Cook Fresh Training Support Follow Up Survey

Date:

School district name:

Name of person completing the survey:

Please list or describe the training topic/need that you requested through Montana Cook Fresh Training:

1. Was the Montana Cook Fresh Training Support Program effective in meeting your training need?
Yes No Unsure Please explain your response.
2. Please rate the effectiveness of the peer education training using the following 1-4 scale.

1 Not Effective 2 Somewhat Effective 3 Effective 4 Very Effective
3. List 1-3 outcomes or results that your school or staff achieved after participating in the Montana Cook Fresh Training Support Program.
4. Would you recommend this program to a colleague at another school district?
Yes No Maybe Please explain your response.
5. List any additional follow up training assistance you would like to receive in the future.
6. How does the in-person format of this support program compare to other training opportunities that are not conducted in-person (e.g., webinar, telephone, teleconference)?
7. Additional comments:



Montana Cook Fresh Training Support Program Pre-Survey

School District: _____ Date: _____

Name: _____

Please answer the following questions by circling your response.

- 1) A sharp knife causes more severe accidents than a dull knife.
 - a. True
 - b. False

- 2) Storing knives in a knife rack or knife drawer is a recommended safety practice.
 - a. True
 - b. False

- 3) When using a chef's knife, the guiding position of your hand should be:
 - a. In a claw shape
 - b. Flat on the cutting board
 - c. Resting on top of the knife
 - d. Don't know

- 4) When considering vegetable preparation methods, roasting vegetables is beneficial because the cooking method:
 - a. Increases the flavor of the vegetable
 - b. Enhances the texture (tenderness) of the vegetable
 - c. Helps retain the nutrients in the vegetables
 - d. All the above
 - e. Don't know

- 5) When steaming vegetables, a cook should follow the cooking time on the recipe to carefully avoid them from being overcooked.
 - a. True
 - b. False

- 6) Batch cooking, sometimes called "just-in-time" preparation, means preparing food in small batches as needed throughout the serving line. It is recommended for the following reasons:
 - a. Preserves food quality by decreasing holding time
 - b. Prevents food waste by limiting over production
 - c. Improves eye appeal of the food item
 - d. All the above
 - e. Don't know



- 7) What is the term for preparing all ingredients, gathering equipment, and organizing your work area before beginning to cook?
- Production stage
 - Blanching
 - Mise en place
 - Don't know
- 8) Place an X in the appropriate box on the table to indicate the extent to which you feel CONFIDENT about performing each of the following activities according to the following scale:

Activity	Not at all confident	Not very confident	Neutral	Confident	Extremely confident
Using knife skills in the kitchen					
Roasting vegetables					
Steaming vegetables					
Batch cooking					
Baking from scratch with whole grains					
Preparing dry beans, peas, or lentils					
Preparing a recipe containing a dark green leafy vegetable (e.g. spinach or kale)					
Preparing a recipe that includes a dark orange/red vegetable (i.e. sweet potatoes or winter squash)					
Using herbs and spices (e.g., basil, thyme, cumin) in recipes					
Completing a daily production record or receiving sheet for a breakfast or lunch meal					
Use whole, fresh fruits or vegetables in place of canned or frozen					
Offering a greater variety of vegetables within any of these vegetable subgroups, dark green, red/orange, dry beans and peas, on the weekly menu					
Improving a recipe by adjusting the flavor, color, texture, and/or overall appearance					



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9) Place an X in the appropriate box on the table to indicate the extent to which you AGREE about performing each of the following activities according to the following scale:

Activity	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I have improved my knife skills					
I know more about kitchen equipment					
I know more about different cooking methods					
I know more ways to save time in the kitchen					
I can modify recipes for better flavor, color, texture, and overall appearance					
I can apply what I learned today in my job					
Overall, this training workshop met or exceeded my expectations					

10) Is there anything else you would like to learn about at a future training?

11) Is there anything else you would like to share with Montana Team Nutrition?

Thank you for your time in answering these questions.



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Montana Cook Fresh Training Support Program Post Survey

School District: _____ Date: _____

Name: _____

Please answer the following questions by circling your response.

- 1) A sharp knife causes more severe accidents than a dull knife.
 - a. True
 - b. False

- 2) Storing knives in a knife rack or knife drawer is a recommended safety practice.
 - a. True
 - b. False

- 3) When using a chef's knife, the guiding position of your hand should be:
 - a. In a claw shape
 - b. Flat on the cutting board
 - c. Resting on top of the knife
 - d. Don't know

- 4) When considering vegetable preparation methods, roasting vegetables is beneficial because the cooking method:
 - a. Increases the flavor of the vegetable
 - b. Enhances the texture (tenderness) of the vegetable
 - c. Helps retain the nutrients in the vegetables
 - d. All the above
 - e. Don't know

- 5) When steaming vegetables, a cook should follow the cooking time on the recipe to carefully avoid them from being overcooked.
 - a. True
 - b. False

- 6) Batch cooking, sometimes called "just-in-time" preparation, means preparing food in small batches as needed throughout the serving line. It is recommended for the following reasons:
 - a. Preserves food quality by decreasing holding time
 - b. Prevents food waste by limiting over production
 - c. Improves eye appeal of the food item
 - d. All the above
 - e. Don't know



- 7) What is the term for preparing all ingredients, gathering equipment, and organizing your work area before beginning to cook?
- Production stage
 - Blanching
 - Mise en place
 - Don't know
- 8) Place an X in the appropriate box on the table to indicate the extent to which you feel CONFIDENT about performing each of the following activities according to the following scale:

Activity:	Not at all confident	Not very confident	Neutral	Confident	Extremely confident
Using knife skills in the kitchen					
Roasting vegetables					
Steaming vegetables					
Batch cooking					
Baking from scratch with whole grains					
Preparing dry beans, peas, or lentils					
Preparing a recipe containing a dark green leafy vegetable (e.g. spinach or kale)					
Preparing a recipe that includes a dark orange/red vegetable (i.e. sweet potatoes or winter squash)					
Using herbs and spices (e.g., basil, thyme, cumin) in recipes					
Completing a daily production record or receiving sheet for a breakfast or lunch meal					
Use whole, fresh fruits or vegetables in place of canned or frozen					
Offering a greater variety of vegetables within any of these vegetable subgroups, dark green, red/orange, dry beans and peas, on the weekly menu					
Improving a recipe by adjusting the flavor, color, texture, and/or overall appearance					



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9) Place an X in the appropriate box on the table to indicate the extent to which you AGREE about performing each of the following activities according to the following scale:

Activity:	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I have improved my knife skills					
I know more about kitchen equipment					
I know more about different cooking methods					
I know more ways to save time in the kitchen					
I can modify recipes for better flavor, color, texture, and overall appearance					
I can apply what I learned today in my job					
Overall, this training workshop met or exceeded my expectations					

10) Is there anything else you would like to learn about at a future training?

11) Is there anything else you would like to share with Montana Team Nutrition?

Thank you for your time in answering these questions.



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Montana Cook Fresh Training Support Program Pre/Post Survey

Answer Key

- 1) A sharp knife causes more severe accidents than a dull knife. Answer: False. Dull blades cause more accidents because they are harder to work with and require more pressure. Sharp knives do not slip as easily and cut easier.
- 2) Storing knives in a knife rack or knife drawer is a recommended safety practice. Answer: True. Storing them away from other items is recommended for preventing cuts.
- 3) When using a chef's knife, the guiding position of your hand should be:
 - a. In a claw shape
 - b. Flat on the cutting board
 - c. Resting on top of the knife
 - d. Don't know

The correct answer is: a. In a claw shape

- 4) When considering vegetable preparation methods, roasting vegetables is beneficial because the cooking method:
 - a. Increases the flavor of the vegetable
 - b. Enhances the texture (tenderness) of the vegetable
 - c. Helps retain the nutrients in the vegetable
 - d. All the above
 - e. Don't know

The correct answer is d. All the above

- 5) When steaming vegetables, a person should follow the cooking time on the recipe to carefully avoid from overcooking them. Answer is: True



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- 6) Batch cooking, sometimes called “just in time” preparation, means preparing foods in small batches as needed throughout the serving line. It is recommended for the following reasons:
- a. Preserves food quality by decreasing holding time
 - b. Prevents food waste by limiting over production
 - c. Improves eye appeal of the food item
 - d. All the above
 - e. Don’t know

The correct answer is d. All the above

- 7) What is the term for preparing all ingredients, gathering equipment, and organizing your work area before beginning to cook?
- a. Production stage
 - b. Blanching
 - c. Mise en place
 - d. Don’t know

The correct answer is c. Mise en place.



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Montana Cook Fresh Training Support Program Directions and Script

Directions:

1. Montana Team Nutrition at Montana State University would like training attendees to complete pre- and post-survey to help learn ways to improve the Montana Cook Fresh Workshops in the future.
2. Please have each attendee complete a survey. You can have attendees read and complete the survey on their own or read aloud with the group.
3. Pass out the pre survey to training attendees at the beginning of the workshop and read the script below. Collect the pre survey when everyone is finished.
4. Pass out the post survey to training attendees at the end of the workshop. You do not need to read the script again. Collect the post survey when everyone is finished.
5. Do not read attendee responses as they are to be kept private. Attendee responses will be summarized for each school district.
6. Make sure that all surveys are given to Montana Team Nutrition staff immediately following the workshop.

Script:

Please read the information below to the workshop attendees before they complete the pre survey.

The title of this project is the Montana Cook Fresh Training Support Program. Montana Team Nutrition at Montana State University would like you to complete a pre and post survey to help learn ways to improve the Montana Cook Fresh Workshops. You will be given a survey before the workshop begins and after the workshop is finished.

Your responses will be kept anonymous, which means there will be no way for others to know if your comments belong to you or someone else.

This is part of a research study. The survey should take about 15 minutes to complete. You can decide not to take the survey at any time. You may choose to not answer a question and/or stop participating at any time.

If you would like the survey read to you or with the entire class, please let one of the staff know.

Montana Team Nutrition staff appreciates your feedback and time in completing these surveys.

If you have any questions at any time, please contact the Montana Team Nutrition Director, Katie Bark at 406-994-5641, or contact MTN Social Scientist, Dr. Carmen Byker Shanks at 406-994-1952.



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