



I N S T I T U T E O F  
*child nutrition*



**COMPETENCIES, KNOWLEDGE,  
and SKILLS for *CHILD CARE*  
PROVIDERS IN CACFP OPERATIONS**

# **Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations**

## **PROJECT COORDINATOR**

Marjuyua Lartey-Rowser, PhD, RD  
Research Scientist  
Applied Research Division  
The University of Southern Mississippi

## **Graphic Design**

Travis Brewington  
Karen Mullins

## **ACTING EXECUTIVE DIRECTOR**

Dr. Aleshia Hall-Campbell, PhD, MPH



**Grant Year 2012 #5  
2015**

# **Institute of Child Nutrition**

## **The University of Mississippi**

The Institute of Child Nutrition was authorized by Congress in 1989 and established in 1990 at The University of Mississippi in Oxford and is operated in collaboration with The University of Southern Mississippi in Hattiesburg. The Institute operates under a grant agreement with the United States Department of Agriculture, Food and Nutrition Service.

### **PURPOSE**

The purpose of the Institute of Child Nutrition is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

### **MISSION**

The mission of the Institute of Child Nutrition is to provide information and services that promote the continuous improvement of child nutrition programs.

### **VISION**

The vision of the Institute of Child Nutrition is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with Institute of Child Nutrition at The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

The University of Mississippi is an EEO/AA/TitleVI/Title IX/Section 504/ADA/ADEA Employer.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights; Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

© 2015, Institute of Child Nutrition, The University of Mississippi, School of Applied Sciences

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These materials may not be incorporated into other websites or textbooks and may not be sold.

### **SUGGESTED REFERENCE CITATION:**

Lartey-Rowser, M. (2015). *Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations: (GY 2012 #5)*. Hattiesburg, MS: Institute of Child Nutrition, Applied Research Division.

The photographs and images in this document may be owned by third parties and used by The University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images.

For more information, please contact [helpdesk@theicn.org](mailto:helpdesk@theicn.org).

# Table of Contents

<b>INTRODUCTION</b> .....	<b>5</b>
<b>SECTION I:</b>	
Knowledge and Skill Statements .....	<b>8</b>
Functional Area I: Administration .....	<b>9</b>
Functional Area II: Procurement .....	<b>17</b>
Functional Area III: Compliance.....	<b>20</b>
Functional Area IV: Health and Safety .....	<b>24</b>
Functional Area V: Nutrition and Meal Management .....	<b>27</b>
Functional Area VI: Education and Training.....	<b>31</b>
<b>SECTION II:</b>	
Evaluation Tool .....	<b>33</b>
Using the Evaluation Tool .....	<b>34</b>
Functional Area I: Administration .....	<b>37</b>
Functional Area II: Procurement .....	<b>45</b>
Functional Area III: Compliance.....	<b>48</b>
Functional Area IV: Health and Safety .....	<b>51</b>
Functional Area V: Nutrition and Meal Management .....	<b>54</b>
Functional Area VI: Education and Training.....	<b>58</b>
Employee Evaluation Review Form .....	<b>60</b>

## Introduction

---

Since its beginning, the Institute for Child Nutrition (formerly known as National Food Service Management Institute), Applied Research Division (ICN, ARD) has been in the front lines in identifying the competencies, knowledge, and skills needed by professionals working in the child nutrition arena. The first work on identifying the competencies, knowledge, and skills was completed for SN directors/supervisors in the mid-1990s. This is the first time in ICN history that competencies, knowledge, and skills identification has taken place for professionals working with the Child and Adult Care Food Program (CACFP).

The CACFP has changed over the years. As services within the CACFP program have continued to expand, demands on child care providers have also increased. Examples of how changes in the CACFP have an effect on child care operations are obvious in the legislation that controls it. In the Child Nutrition Reauthorization Act of 1998, snack service was approved for children up to age 18 in “at-risk” after-school programs. This update in the law expanded the number of children served. In the Healthy, Hunger Free Kids Act (HHFKA) 2010 meal reimbursement for at-risk afterschool program was extended to all states, further expanding the number of children served. Other changes put in place by the HHFKA are modified requirements for submission of renewal applications, requirements for CACFP to follow the most recent version of the Dietary Guidelines of Americans when addressing fluid milk served, and requirements to ensure the availability of water throughout the day for all recipients. All of which may be seen as an increase in workload and knowledge, skills, and abilities for individuals responsible for the CACFP within child care settings. Because of these changes and others, the need to identify the appropriate knowledge and skills need by professionals working in the CACFP to effectively maintain nutrition standards in the child care setting is extremely important.

The *Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations* resource focuses on the identified functional areas, competencies, knowledge, and skills needed for child care providers to effectively operate a CACFP. The following definitions were used to guide the process:

- **Child Care Providers** are individuals who provide care, nutrition services, and education to children from birth through 12 years in child care centers and child care homes.
- **Functional Areas** are the broad groupings or divisions of job responsibilities that are performed by child care providers within the local child care operation. These categories serve as the umbrella for all job responsibilities that occur on a daily, weekly, seasonal, or yearly basis.
- **Competencies** are the areas of expertise and accountability within each functional area that are necessary to ensure that the purpose(s) of the job are met. They may include knowledge and skills as well as various levels of motivation.
- **Knowledge** is the information a person has in specific content areas that is necessary for successful performance in a competency area.

- **Skills** are the abilities to perform certain physical, mental, and/or interpersonal tasks that are necessary for successful performance in a competency area.

This resource was developed in two phases, with the involvement of child care professionals in both phases. Phase I used an expert panel consisting of child care directors, sponsoring agency professionals, and state agency professionals who identified the six functional areas that include the job responsibilities of child care professionals working within the boundaries of the CACFP. The expert panel members also came to agreement on the competency, knowledge, and skill statements needed in each functional area. Phase II review panel members confirmed whether the knowledge and skill statements were important to the job responsibilities of a child care provider, and confirmed whether the competency statements were matching up with the supporting knowledge and skill statements. The Phase II review panel also identified two levels of practice for the knowledge and skill statements:

- **When Hired:** Basic level knowledge and understanding of a competency area, general ability to communicate basic understanding of local, state, and national regulations and program requirements, and reliance on observation and guidance from others in the field to increase effectiveness and outcomes, and
- **Advanced:** Higher level of knowledge and understanding of the competency area and ability to communicate, make decisions, solve problems, and support staff based on advanced knowledge of local, state, and national regulations and program requirements.

The six identified functional areas that complete the job responsibilities for professionals working in the CACFP were:

- Administration
- Procurement
- Compliance
- Health and Safety
- Nutrition and Meal Management
- Education and Training

In addition to the six functional areas, the Phase II review panel also identified 173 knowledge statements and skill statements. These knowledge and skills statements were classified as knowledge and skills needed either when the professional is hired or at advanced state in the professional's career.

The functional areas, competencies, knowledge, and skills identified for this resource will offer guidance to the role of the child care professional at all levels. Child care professionals and child care administrators can use this resource as a framework for identifying qualified staff for entry level and advanced level positions in the child care setting. The resource can

also be used by individuals as a basis for advancing their knowledge and skills while working in a CACFP setting and by management to identify training needs among current staff. In addition, this resource can be used to assess current training programs by identifying strengths and weaknesses and training results. While job tasks and requirements for a child care professional differ from state to state and from facility to facility, *Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations* resource is designed to be used as a guide for professional development, job description development, assessment and evaluation, and training development.



# SECTION I

## Knowledge and Skill Statements

## Functional Area I: Administration

**Functional Area 1 is Administration. It is defined as the process of providing organizational leadership through the management of financial and human resources (including accountable management of finances and the provision of policy and procedures guidance). The core competencies, knowledge, and skills represented in this section are centered on program oversight.**

### Core Competencies:

- Competency 1.1: Manages office operations (including purchases, repairs, and documentation) to provide adequate support to staff and stakeholders.
- Competency 1.2: Provides leadership in the development and maintenance of all fiscal records to ensure proper management of finances.
- Competency 1.3: Manages human resources using policies and procedures that meet local, state, and federal requirements.
- Competency 1.4: Establishes procedures for staff orientation and professional development on all aspects of CACFP.
- Competency 1.5: Maintains an on-going line of communication with staff, families, and other stakeholders.
- Competency 1.6: Establishes partnerships with families, community organizations, and other stakeholders to promote good nutrition, health, and wellness and to serve the needs of children participating in the CACFP.
- Competency 1.7: Implements procedures needed to meet all local, state, and federal requirements for participation in CACFP.
- Competency 1.8: Manages all operations associated with menu development and meal preparation.
- Competency 1.9: Implements safety and sanitation procedures in child care operations.
- Competency 1.10: Maintains comprehensive emergency preparedness plans to include prevention, mitigation, response, and recovery.

## Functional Area I: Administration

**Competency I.1**  
**Manages office operations (including purchases, repairs, and documentation) to provide adequate support to staff and stakeholders.**

### KNOWLEDGE

#### When Hired

Knows how to maintain organized and accessible record keeping and filing systems.

#### Advanced

Knows how to direct calls and answer inquiries related to the CACFP program.  
 Knows how to update program and site information as required.

### SKILLS

#### When Hired

Demonstrates professional behavior and conduct.

Applies conflict resolution, negotiation, and problem-solving techniques when dealing with staff issues.

Ensures breastfeeding mothers have a safe and private area to breastfeed.

#### Advanced

Ensures equipment selected is appropriate for facility and operational needs to meet short and long term goals of the CACFP.

Follows procedures for maintenance, repair, and management of equipment.

Updates product knowledge by communicating with industry and other foodservice professionals.

**Competency I.2**  
**Provides leadership in the development and maintenance of all fiscal records to ensure proper management of finances.**

### KNOWLEDGE

#### When Hired

Knows basic principles of accounting and the application of those principles.

Knows how to maintain receipts and records for all purchases.

### SKILLS

#### When Hired

None

**Advanced**

Knows process for budget development, justification, modification, and implementation.

Knows how to develop and maintain the contractual CACFP budget and income/expense records.

Knows how to prepare annual budgets.

Knows how to effectively supervise and/or implement contract agreements as required ensuring accountability for funding and reimbursement.

Knows how to reconcile costs each month to ensure non-profit compliance.

Knows the importance of appropriate staffing and scheduling to control labor cost.

Knows how to analyze financial statements regularly to make informed financial decisions.

**Advanced**

Establishes and/or implements written procedures for collecting, reconciling, depositing, and disbursing funds.

Ensures timely and accurate billing adjustments are communicated to appropriate personnel.

Establishes a pricing program for meals and snacks that follows federal and state guidelines, if applicable.

Ensures all CACFP funds are used on allowable costs.

Develops and updates systems for tracking inventory and use of USDA foods.

Demonstrates ability to effectively supervise and/or implement contract agreements as required ensuring accountability for funding and reimbursement.

**Competency I.3**  
**Manages human resources using policies and procedures that meet local, state, and federal requirements.**

**KNOWLEDGE****When Hired**

Knows effective job interview techniques that incorporate legally permissible inquiries.

Knows strategies for conducting effective performance appraisals.

Knows factors important to employee satisfaction and strategies to address dissatisfaction.

**SKILLS****When Hired**

Maintains accurate staff records and other pertinent human resource documentation.

Ensures child care providers meet or exceed federal, state, and local staffing standards in order to adequately supervise the number of children enrolled.

Ensures staff utilizes available resources for guidance and training.

**Advanced**

Knows federal, state, and local laws and regulations relevant to human resource management.

Knows selection, supervision, promotion, termination, and disciplinary procedures that comply with federal and state regulations.

Knows how to maintain current and accurate staff records.

**Advanced**

Utilizes interviewing techniques and hiring procedures that comply with federal and state guidelines.

Develops job descriptions and job specifications.

Establishes a process for conducting performance appraisals.

Develops safe and efficient work methods to maximize staff productivity.

**Competency I.4**  
**Establishes procedures for staff orientation and professional development on all aspects of CACFP.**

**KNOWLEDGE****When Hired**

Knows the importance of staff orientation to assure that new staff has appropriate information to perform their jobs.

Knows the importance of providing and implementing professional development opportunities for staff.

**Advanced**

Knows how to request nutrition resources, training, and technical assistance.

**SKILLS****When Hired**

None

**Advanced**

Designs an effective orientation program that introduces new staff to the CACFP requirements.

Trains child care staff to ensure all CACFP regulations and functions are met.

**Competency I.5**  
**Maintains an on-going line of communication**  
**with staff, families, and other stakeholders.**

**KNOWLEDGE****When Hired**

None

**Advanced**

Knows how to offer continuous and timely flow of information to and from staff and stakeholders.

**SKILLS****When Hired**

Communicates and maintains relationships with child care staff, sponsoring agency and state agency representatives.

Ensures CACFP information is made available to families of enrolled children and to the community upon request.

**Advanced**

Demonstrates ability to utilize feedback in improving nutritional service.

**Competency I.6**  
**Establishes partnerships with families, community organizations,**  
**and other stakeholders to promote good nutrition, health,**  
**and wellness and to serve the needs of children participating in the CACFP.**

**KNOWLEDGE****When Hired**

Knows importance of networking within the community to build support for the CACFP.

**Advanced**

Knows how to develop partnerships with community based organizations, municipal agencies, and state agencies to facilitate wellness practices.

**SKILLS****When Hired**

None

**Advanced**

Demonstrates ability to be an advocate for children and their families.

Develops and maintains family committees to identify issues and resources that help families outside the center.

Provides opportunities for families to engage in health-related activities.

Ensures families have access to education sessions and materials on nutrition for infants and young children.

**Competency I.7**  
**Implements procedures needed to meet all local, state, and federal requirements for participation in CACFP.**

**KNOWLEDGE**

**When Hired**

None

**Advanced**

Knows how to produce and submit all required documentation for state and/or federal contracts.

Knows how to complete all necessary foodservice documents accurately and timely for claim submission.

**SKILLS**

**When Hired**

None

**Advanced**

Supervises, trains, evaluates, and supports child care staff in implementing CACFP regulations.

Establishes an effective system for preparing and submitting reports according to federal and state regulations.

Demonstrates ability to maintain accurate documentation of licensing and all CACFP required forms.

Demonstrates ability to supervise and/or implement claim review process.

**Competency I.8**  
**Manages all operations associated with menu development and meal preparation.**

**KNOWLEDGE**

**When Hired**

Knows standards of food quality.

Knows how to develop menus that meet the CACFP meal patterns.

**SKILLS**

**When Hired**

Ensures guidelines are established for food and snacks brought from home.

Knows how to prepare meals and snacks that follow the planned menu.

**Advanced**

None

**Advanced**

Develops and maintains portion menus and/or food receipts in accordance with CACFP guidelines.

**Competency I.9**  
**Implements safety and sanitation procedures in child care operations.**

**KNOWLEDGE**

**When Hired**

Knows local and state regulations regarding proper food safety and sanitation requirements.

Knows how to monitor and track incidences of on-the-job injuries and related liabilities.

**Advanced**

None

**SKILLS**

**When Hired**

None

**Advanced**

Develops training procedures and safety guidelines for workplace injury prevention and injury response reporting.

Conducts routine food safety and sanitation inspections and develops corrective action plans, as needed.

**Competency I.10**  
**Maintains comprehensive emergency preparedness plans to include prevention, mitigation, response, and recovery.**

**KNOWLEDGE**

**When Hired**

None

**SKILLS**

**When Hired**

Ensures staff training on the proper use of fire extinguishers.

**Advanced**

Knows federal and state regulations for providing services during an emergency or crisis.

Knows how to develop and implement a comprehensive emergency readiness plan for the center (e.g., weather, safety, disaster, and medical).

**Advanced**

Establishes, trains, and communicates a basic plan to staff for dealing with an emergency/disaster situation.

Ensures emergency readiness plan is reviewed and updated annually.

Maintains the food and supply items to be available for use in case of an emergency.

## Functional Area II: Procurement

**Functional Area 2 is Procurement. It is defined as the process of ensuring that foods and supplies are available in sufficient quantities to maintain food service operations. The core competencies, knowledge, and skills represented in section form the bases for managing goods for the provision of meal service to CACFP participants.**

### Core Competencies:

- Competency 2.1: Assures the proper interpretation and implementation of local, state, and federal regulations for the purchase, usage, and disposal of food and non-food items.
- Competency 2.2: Manages inventory to ensure quality provision of nutritious meals and snacks to the children being served.

## Functional Area II: Procurement

### Competency 2.1

**Assures the proper interpretation and implementation of local, state, and federal regulations for the purchase, usage, and disposal of food and non-food items.**

#### KNOWLEDGE

##### When Hired

None

##### Advanced

Knows ethical practices for procurement.

Knows federal, state, and local procurement regulations, policies, and procedures governing all CACFP purchases.

Knows how to complete and maintain accurate formal or informal procurement processes.

Knows how to purchase and dispose of equipment in accordance with federal, state, and local regulations.

#### SKILLS

##### When Hired

None

##### Advanced

Ensures accurate formal or informal procurement processes are followed.

Maintains proper documentation of purchases and disposal of equipment.

### Competency 2.2

**Manages inventory to ensure quality provision of nutritious meals and snacks to the children being served.**

#### KNOWLEDGE

##### When Hired

Knows methods for effective inventory control.

Knows fundamentals of effective receiving procedures.

Knows the relationship among accurate ordering and inventory management when utilizing standardized recipes.

Knows how to consult with vendors for product information.

#### SKILLS

##### When Hired

None

**Advanced**

None

**Advanced**

Demonstrates the ability to identify, initiate, and maintain procedures associated with Invitation for Bid or Solicitation of Quotes for annual vended meal service provision.

Procures and maintains adequate amount of supplies to properly prepare, serve, and store foods in accordance with CACFP guidelines.

Develops procedures for inventory control that address the delivery date, storage, and turnover rate of food products and supplies.

## Functional Area III: Compliance

**Functional Area 3 is Compliance. It is defined as the primary universal oversight function that ensures all procedures, processes, and daily activities align with appropriate standards and meet federal, state, and local regulations for meeting CACFP standards. The core competencies, knowledge, and skills represented in this section provide a foundation for accountability in CACFP programs.**

### Core Competencies:

- Competency 3.1: Understands and interprets federal, state, and local regulations in order to develop, implement, and revise practices that meet and exceed compliance requirements.
- Competency 3.2: Develops compliance review procedures to ensure accurate, uniform monitoring and review efforts.
- Competency 3.3: Plans, develops, and implements policies and procedures to foster accurate meal service for compliance.

## Functional Area III: Compliance

**Competency 3.1**  
**Understands and interprets federal, state, and local regulations in order to develop, implement, and revise practices that meet and exceed compliance requirements.**

### KNOWLEDGE

#### When Hired

Knows civil rights requirements for CACFP.

#### Advanced

Knows required CACFP and state regulations and procedures.

### SKILLS

#### When Hired

Complies with health and safety regulations established by federal, state, and local agencies.

Ensures all purchases comply with CACFP federal and state regulations.

#### Advanced

Complies with federal, state, and local child care regulations and the CACFP.

Develops and implements procedures to maintain accurate and appropriate records that comply with federal, state, and local regulations.

Ensures documentation meets CACFP requirements for all age groups.

Maintains current and accurate staff records (including all licensing required components) related to CACFP.

Ensures all CACFP records are maintained for the required number of years (including the current year).

Ensures training requirements of the CACFP program are met on an annual basis and/or as needed.

Ensures all income eligibility documentation is kept confidential and reported accurately to the state agency, if required.

Ensures all income eligibility documentation is correctly approved and verified according to regulations.

Establishes policies for posting of workplace safety information.

**Competency 3.2**  
**Develops compliance review procedures to ensure accurate, uniform monitoring and review efforts.**

**KNOWLEDGE**

**When Hired**

None

**Advanced**

Knows how to prepare all audit requests.

Knows how to develop corrective action plans when needed, including modification to standard operating procedures.

**SKILLS**

**When Hired**

None

**Advanced**

Cooperates with state and/or federal level reviews completed at the child care site.

Ensures monitoring visits are completed according to CACFP regulations.

Responds appropriately during administrative reviews of the CACFP.

**Competency 3.3**  
**Plans, develops, and implements policies and procedures to foster accurate meal service for compliance.**

**KNOWLEDGE**

**When Hired**

None

**SKILLS**

**When Hired**

Ensures meals are served during scheduled and approved meal times.

Ensures families provide required information related to food allergies and other special nutrition needs.

**Advanced**

Knows procedures to ensure only reimbursable claims are submitted to state agency for full reimbursement.

**Advanced**

Ensures meal vendor is following all state and local health and safety requirements.

## Functional Area IV: Health and Safety

**Functional Area 4 is Health and Safety. It is defined as the process of establishing and maintaining procedures to ensure the safety, health, and welfare of children and staff in CACFP. The core competencies, knowledge, and skills represented in this section are designed to promote a safe environment for social, emotional and physical development for CACFP participants.**

### **Core Competencies:**

- Competency 4.1: Understands and complies with local, state and federal regulations and guidelines for safety and sanitation.
- Competency 4.2: Establishes policies and procedures to create safe work environment practices and environment to prevent and reduce safety risks.
- Competency 4.3: Establishes policies and procedures to ensure food is prepared and served in a safe environment that meets food safety and sanitation standards.

## Functional Area IV: Health and Safety

### Competency 4.1 Understands and complies with local, state and federal regulations and guidelines for safety and sanitation.

#### KNOWLEDGE

##### When Hired

Knows basic health, sanitation, and safety requirements.

##### Advanced

None

#### SKILLS

##### When Hired

Ensures that the facility is compliant with applicable universal precautions and infection control guidelines and procedures.

Develops safe, effective methods for prevention and control of insects, rodents, and other pest infestations.

Ensures storage areas are temperature controlled, properly maintained, well ventilated, and adequately secured.

##### Advanced

None

### Competency 4.2 Establishes policies and procedures to create safe work environment practices and environment to prevent and reduce safety risks.

#### KNOWLEDGE

##### When Hired

Knows principles of creating and maintaining a safe and healthy work environment.

Knows safety standards for foodservice that comply with the Occupational Safety and Health Act (OSHA) and other regulations.

Knows importance of providing first aid training to staff.

#### SKILLS

##### When Hired

Maintains a safe work environment for preparing and serving.

Ensures child care staff is trained to recognize and respond to symptoms of an allergic reaction.

Knows principles for selecting, storing, using, and maintaining chemical supplies and other hazardous materials.

### Advanced

None

### Advanced

Ensures the Safety Data Sheets for chemical products are up-to-date and accessible to staff.

Ensures staff reviews injury reports periodically to assess, revise, and/or develop injury prevention strategies.

## Competency 4.3 Establishes policies and procedures to ensure food is prepared and served in a safe environment that meets food safety and sanitation standards.

### KNOWLEDGE

#### When Hired

Knows sanitation and food safety regulations.

Knows acceptable food storage and cleaning techniques.

Knows principles of foodborne illness prevention

### Advanced

Knows fundamentals of Hazard Analysis Critical Control Point (HACCP)-based standard operating procedures.

Knows how to conduct facility inspections to provide safe food for the children in the child care facility.

### SKILLS

#### When Hired

Follows sanitation procedures for cleaning and sanitizing dining areas before and after meal and snack time.

Follows proper safety measures to ensure safe food handling from the receiving of food to the serving of food.

Ensures foods are held and served at appropriate temperatures.

Ensures staff members who handle food are free from illness.

Ensures child care staff intervenes and prevents the trading of food brought for children with allergies and other special nutrition needs.

### Advanced

Ensures the child care facility meets all safety regulations for nutrition and food preparation.

Develops emergency procedures and practices for food recalls and foodborne illnesses.

## Functional Area V: Nutrition and Meal Management

**Functional Area 5 is Nutrition and Meal Management. It is defined as an operational system established to meet the nutritional needs of all children in accordance with CACFP requirements for menu planning and healthy meal service and to provide nutrition education to children, staff, and families. The core competencies, knowledge, and skills represented in section established the foundation for providing healthy meals to all CACFP participants as well as creating an environment conducive to learning healthy eating behaviors.**

### Core Competencies:

- Competency 5.1: Assures appropriate implementation of meal planning, food purchasing, and meal management that meets CACFP meal patterns.
- Competency 5.2: Establishes a positive dining environment to foster appropriate social interaction and promote healthy eating behaviors.
- Competency 5.3: Develops procedures to collaborate with CACFP stakeholders to ensure goals for healthy eating and menu planning are met.
- Competency 5.4: Assures the proper interpretation and implementation of appropriate food intake for all children regardless of dietary needs.
- Competency 5.5: Develops and executes nutrition education for CACFP participants, families, stakeholders, and staff.

## Functional Area V: Nutrition and Meal Management

### Competency 5.1 Assures appropriate implementation of meal planning, food purchasing, and meal management that meets CACFP meal patterns.

#### KNOWLEDGE

##### When Hired

None

##### Advanced

Knows how to create balanced and appealing menus featuring a variety of foods that meet CACFP requirements.

Knows how to evaluate menus according to CACFP regulations and guidelines.

Knows which foods are considered creditable and non-creditable.

Knows methods to project food and supply needs.

Knows how to complete food orders.

#### SKILLS

##### When Hired

Ensures children are served all required components in the appropriate serving size at each meal and snack.

Ensures drinking water is readily available.

Demonstrates the ability to modify recipes as needed.

##### Advanced

Plans nutritionally sound menus that comply with CACFP regulations.

Ensures all menu items served are consistent with nutrition objectives and contribute to the development of healthy eating habits.

Maximizes the use of USDA foods to assist in controlling food cost.

Plans menus to incorporate cultural preferences and introduce students to a variety of foods.

### Competency 5.2 Establishes a positive dining environment to foster appropriate social interaction and promote healthy eating behaviors.

#### KNOWLEDGE

##### When Hired

Knows fundamentals of creating a pleasant, appealing, social and safe environment for serving nutritious meals.

#### SKILLS

##### When Hired

Encourages staff to serve meals in a pleasant, safe, and social environment with developmentally appropriate eating utensils.

Knows the importance of time management in the preparation and serving of meals and snacks.

**Advanced**

None

Ensures a dining environment that promotes good nutrition and healthy eating behaviors.

Ensures a plan is in place to address food preparation and delivery disruptions.

**Advanced**

None

**Competency 5.3**  
**Develops procedures to collaborate with CACFP stakeholders to ensure goals for healthy eating and menu planning are met.**

**KNOWLEDGE**

**When Hired**

Knows the importance of developing/nurturing partnerships with families to assist children in developing healthy eating habits.

**Advanced**

Knows the importance of involving stakeholders in planning healthy CACFP approved meals and snacks

**SKILLS**

**When Hired**

None

**Advanced**

Demonstrates ability to collaborate with the stakeholders in planning menus and procedures for food service.

Coordinates the use of multiple approaches for informing stakeholders of menu, nutrition information, and other services available (e.g., web site, newsletter, printed menus).

**Competency 5.4**  
**Assures the proper interpretation and implementation of appropriate food intake for all children regardless of dietary needs.**

**KNOWLEDGE****When Hired**

None

**Advanced**

Knows how to develop, maintain, and provide CACFP meal service accommodations for children with medically documented dietary needs.

**SKILLS****When Hired**

Ensures families collaborate with child care staff to meet the needs of all children with food challenges, allergies, and/or special needs.

Ensures child care staff follows infant feeding guidelines.

Ensures infants are fed on demand and the feeding is documented.

**Advanced**

Develops policies and implements procedures to ensure that children's special nutrition needs are safely met.

**Competency 5.5**  
**Develops and executes nutrition education for CACFP participants, families, stakeholders, and staff.**

**KNOWLEDGE****When Hired**

Knows age appropriate methods for promoting nutrition education and activities.

**Advanced**

None

**SKILLS****When Hired**

Utilizes appropriate nutrition education and promotional materials to encourage healthy eating behaviors.

**Advanced**

Communicates the relationship between nutrition adequacy and educational performance of children.

## Functional Area VI: Education and Training

**Functional Area 6 is Education and Training. It is defined as an on-going process of providing all staff with information and/or professional development to effectively implement standard operating procedures for CACFP. The core competencies, knowledge, and skills represented in this section established the foundation for providing healthy meals to all CACFP participants as well as creating an environment conducive to learning healthy eating behaviors.**

### **Core Competencies:**

- Competency 6.1: Implements strategies to effectively train CACFP staff.

## Functional Area VI: Education and Training

### Competency 6.1 Implements strategies to effectively train CACFP staff.

#### KNOWLEDGE

##### When Hired

None

##### Advanced

Knows how to prepare yearly trainings based on staff needs.

Knows how to provide training through multiple delivery methods.

#### SKILLS

##### When Hired

Encourages and trains staff to create a safe work environment.

Trains child care staff on nutrition program practices, such as healthy eating environments, basic principles of healthy eating, and proper nutrition for growth and development.

##### Advanced

Develops, locates, and/or implements training opportunities to meet the CACFP requirements.

Ensures staff is trained and compliant with civil rights requirements annually.

Trains staff to enhance customer service to stakeholders.

Ensures child care staff is trained on creditable and non-creditable foods.

Provides updates to staff on CACFP guidelines, policies, and procedures as needed.

Ensures CPR and first aid training programs are provided to staff.

Develops a sanitation training program for staff.

Develops procedures and trains staff on proper use, cleaning, and sanitizing of foodservice equipment.



# SECTION II

# Evaluation Tool

## Introduction

This resource was developed to aid professionals working Child and Adult Care Food Programs (CACFP) to improve the quality of care received by young children. The competencies, knowledge and skill statements were written to specify the desired skills and abilities for all individuals working in CACFP at both the basic and advanced levels. Because this resource provides details on job knowledge and skills needed for a CACFP professional to be successful, the tool can help individuals and evaluations teams in developing job description, conducting performance evaluations, identifying training needs, and conducting individual evaluations for skill-level improvement.

This part of the document is designed to be a self-evaluation or checklist used for the purposes of:

- ✓ creating professional development plans,
- ✓ identifying the need for more training,
- ✓ making sure targeted learning opportunities are given and received,
- ✓ evaluating current trainings, and
- ✓ evaluating employee performance.

The Evaluation Tool can be used by a broad range of child care professionals, including child care professionals who provide direct care to young children and teens to program administrators who are responsible for managing child care programs.

## Using the Evaluation Tool

The competencies, knowledge, and skills represented in this resource represent a wide range of visible knowledge and skills that CACFP professionals working with children should know and be able to demonstrate within the child care setting. While the CACFP professional's skill and ability can be measured, in part, by job performance and outcomes, the competencies, knowledge statements, and skills are identifiable in the CACFP professional's actions as they work with the students, parents, and staff.

Core abilities for child care providers in the CACFP have been defined across six functional areas:

- ❖ Administration
- ❖ Procurement
- ❖ Compliance
- ❖ Health and Safety
- ❖ Nutrition and Meal Management
- ❖ Education and Training

Within the functional areas, there are two levels of practice based on the knowledge and ability individuals have to apply to practice. These levels are **When Hired** and **Advanced**.

**When Hired** is defined as beginner or basic level knowledge and understanding of a competency area, general ability to communicate basic understanding of local, state, and national regulations and program requirements, and reliance on observation and guidance from others in the field to increase effectiveness and results.

**Advanced** is defined as deep or higher level of knowledge and understanding of the competency area and ability to communicate, make decisions, solve problems, and support staff based on advanced knowledge of local, state, and national regulations and program needs.

As in Section I of the resource, identifiable knowledge and skills have been separated and labeled based on the levels of practice (**When Hired** and **Advanced**). Individuals or evaluation teams can use the checklist in this portion of the document in the following ways:

- ✓ To evaluate your current knowledge and skills.
- ✓ To identify new learning opportunities within your current level of practice.
- ✓ To monitor your progress and professional growth over time.
- ✓ To evaluate entry level staff.
- ✓ To evaluate staff improvement over time (after learning opportunities have been given).

### Self-Evaluation Tool

*The goals of the self-evaluation are to identify your current job knowledge and skills, to identify areas of improvement, and to add to your knowledge and skills for job improvement.*

#### SELF-EVALUATION TOOL

To use this part of the resource as an **employee self-evaluation**:

##### STEP 1 - REVIEW

Review all knowledge statements and skill statements within each functional area on the *Evaluation Tool*.

##### STEP 2 - CHECK

Use the checkboxes given in each category to check off the items you know or can perform successfully. If there are knowledge and skills that you see possibilities for self-improvement or process improvement, do not check the box.

##### STEP 3 - ACTION PLAN

At the end each functional area, an *Action Plan* is given to document the knowledge and skill statements that you have not reached. Use the *Action Plan* to create a success plan for reaching goals. Your *Action Plan* should include the what, when, where (as appropriate), and how you will gain new knowledge and/or new skills.

## Employee Evaluation Tool

*The goals of the evaluation are to identify employee strengths and to identify areas of needed improvement.*

This form can be used to provide responses to employees on their administration, procurement, compliance, health and safety, nutrition and meal management, and education and training skills.

### QUICK LINK

➤ *Click here to download a full size version of the **Employee Evaluation Review Form***

## Employee Evaluation Tool

To use this portion of the resource as an **employee evaluation tool**:

### STEP 1 - REVIEW

Review all knowledge statements and skill statements within each functional area on the *Evaluation Tool*.

### STEP 2 - CHECK

Use the checkboxes given in each category to check off the knowledge or skill that the employee holds. If there are knowledge and skills that the employee needs to learn for job performance and improvement, do not check the box.

### STEP 3 - EMPLOYEE EVALUATION REVIEW FORM

An *Employee Evaluation Review Form* has been provided for you to identify employee knowledge and skills that either need improvement or need to be obtained based on your evaluation.

To download a full size version of the form, click the “QUICK LINK” on the left or you may download the form at [http://www.theicn.org/forms/Employee\\_Evaluation\\_Review\\_Form.pdf](http://www.theicn.org/forms/Employee_Evaluation_Review_Form.pdf).

- To use the evaluation form, start by documenting the employee’s name, job title, review period or date, and whether or not the employee is being evaluated during a probationary period.
- Next, specify which functional area you are addressing in the *Functional Area* column.
- Then, list any knowledge and/or skills that the employee needs to obtain/improve in the appropriate column, within that functional area.
- Then, list ideas for the appropriate steps needed to ensure that the employee can gain or improve upon the identified knowledge or skill in the *Next Steps* column.
- Finally, after you have reviewed the form with the employee, obtain signatures where indicated. We recommend that you provide the employee with a copy of the form as a reminder of their goals, and keep one copy in the personnel file.

# EVALUATION TOOL

## Functional Area I: Administration

<b>Competency I.1</b> <b>Manages office operations (including purchases, repairs, and documentation) to provide adequate support to staff and stakeholders.</b>	
Identifiable Knowledge and Skills	
When Hired	Advanced
<ul style="list-style-type: none"> <li>○ Knows how to maintain organized and accessible record keeping and filing systems.</li> <li>○ Demonstrates professional behavior and conduct.</li> <li>○ Applies conflict resolution, negotiation, and problem-solving techniques when dealing with staff issues.</li> <li>○ Ensures breastfeeding mothers have a safe and private area to breastfeed.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to direct calls and answer inquiries related to the CACFP program.</li> <li>○ Knows how to update program and site information as required.</li> <li>○ Ensures equipment selected is appropriate for facility and operational needs to meet short and long term goals of the CACFP.</li> <li>○ Follows procedures for maintenance, repair, and management of equipment.</li> <li>○ Updates product knowledge by communicating with industry and other foodservice professionals.</li> </ul>

<b>Competency I.2</b> <b>Provides leadership in the development and maintenance of all fiscal records to ensure proper management of finances.</b>	
Identifiable Knowledge and Skills	
When Hired	Advanced
<ul style="list-style-type: none"> <li>○ Knows basic principles of accounting and the application of those principles.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows process for budget development, justification, modification, and implementation.</li> </ul>

<ul style="list-style-type: none"><li>○ Knows how to maintain receipts and records for all purchases.</li></ul>	<ul style="list-style-type: none"><li>○ Knows how to develop and maintain the contractual CACFP budget and income/expense records.</li><li>○ Knows how to prepare annual budgets.</li><li>○ Knows how to effectively supervise and/or implement contract agreements as required ensuring accountability for funding and reimbursement.</li><li>○ Knows how to reconcile costs each month to ensure non-profit compliance.</li><li>○ Knows the importance of appropriate staffing and scheduling to control labor cost.</li><li>○ Knows how to analyze financial statements regularly to make informed financial decisions.</li><li>○ Establishes and/or implements written procedures for collecting, reconciling, depositing, and disbursing funds.</li><li>○ Ensures timely and accurate billing adjustments are communicated to appropriate personnel.</li><li>○ Establishes a pricing program for meals and snacks that follows federal and state guidelines, if applicable.</li><li>○ Ensures all CACFP funds are used on allowable costs.</li><li>○ Develops and updates systems for tracking inventory and use of USDA foods.</li><li>○ Demonstrates ability to effectively supervise and/or implement contract agreements as required ensuring accountability for funding and reimbursement.</li></ul>
---	--

<b>Competency I.3</b> <b>Manages human resources using policies and procedures that meet local, state, and federal requirements.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows effective job interview techniques that incorporate legally permissible inquiries.</li> <li>○ Knows strategies for conducting effective performance appraisals.</li> <li>○ Knows factors important to employee satisfaction and strategies to address dissatisfaction.</li> <li>○ Maintains accurate staff records and other pertinent human resource documentation.</li> <li>○ Ensures child care providers meet or exceed federal, state, and local staffing standards in order to adequately supervise the number of children enrolled.</li> <li>○ Ensures staff utilizes available resources for guidance and training.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows federal, state, and local laws and regulations relevant to human resource management.</li> <li>○ Knows selection, supervision, promotion, termination, and disciplinary procedures that comply with federal and state regulations.</li> <li>○ Knows how to maintain current and accurate staff records.</li> <li>○ Utilizes interviewing techniques and hiring procedures that comply with federal and state guidelines.</li> <li>○ Develops job descriptions and job specifications.</li> <li>○ Establishes a process for conducting performance appraisals.</li> <li>○ Develops safe and efficient work methods to maximize staff productivity.</li> </ul>

<b>Competency I.4</b> <b>Establishes procedures for staff orientation and professional development on all aspects of CACFP.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows the importance of staff orientation to assure that new staff has appropriate information to perform their jobs.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to request nutrition resources, training, and technical assistance.</li> </ul>

<ul style="list-style-type: none"> <li>○ Knows the importance of providing and implementing professional development opportunities for staff.</li> </ul>	<ul style="list-style-type: none"> <li>○ Designs an effective orientation program that introduces new staff to the CACFP requirements.</li> <li>○ Trains child care staff to ensure all CACFP regulations and functions are met.</li> </ul>
--	---

**Competency I.5**  
**Maintains an on-going line of communication with staff, families, and other stakeholders.**

**Identifiable Knowledge and Skills**

<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Communicates and maintains relationships with child care staff, sponsoring agency and state agency representatives.</li> <li>○ Ensures CACFP information is made available to families of enrolled children and to the community upon request.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to offer continuous and timely flow of information to and from staff and stakeholders.</li> <li>○ Demonstrates ability to utilize feedback in improving nutritional service.</li> </ul>

**Competency I.6**  
**Establishes partnerships with families, community organizations, and other stakeholders to promote good nutrition, health, and wellness and to serve the needs of children participating in the CACFP.**

**Identifiable Knowledge and Skills**

<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows importance of networking within the community to build support for the CACFP.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to develop partnerships with community based organizations, municipal agencies, and state agencies to facilitate wellness practices.</li> <li>○ Demonstrates ability to be an advocate for children and their families.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Develops and maintains family committees to identify issues and resources that help families outside the center.</li> <li>○ Provides opportunities for families to engage in health-related activities.</li> <li>○ Ensures families have access to education sessions and materials on nutrition for infants and young children.</li> </ul>
--	--

**Competency I.7**  
**Implements procedures needed to meet all local, state, and federal requirements for participation in CACFP.**

**Identifiable Knowledge and Skills**

<b>When Hired</b>	<b>Advanced</b>
	<ul style="list-style-type: none"> <li>○ Knows how to produce and submit all required documentation for state and/or federal contracts.</li> <li>○ Knows how to complete all necessary foodservice documents accurately and timely for claim submission.</li> <li>○ Supervises, trains, evaluates, and supports child care staff in implementing CACFP regulations.</li> <li>○ Establishes an effective system for preparing and submitting reports according to federal and state regulations.</li> <li>○ Demonstrates ability to maintain accurate documentation of licensing and all CACFP required forms.</li> <li>○ Demonstrates ability to supervise and/or implement claim review process.</li> </ul>

<b>Competency I.8</b> <b>Manages all operations associated with menu development and meal preparation.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows standards of food quality.</li> <li>○ Knows how to develop menus that meet the CACFP meal patterns.</li> <li>○ Knows how to prepare meals and snacks that follow the planned menu.</li> <li>○ Ensures guidelines are established for food and snacks brought from home.</li> </ul>	<ul style="list-style-type: none"> <li>○ Develops and maintains portion menus and/or food receipts in accordance with CACFP guidelines.</li> </ul>

<b>Competency I.9</b> <b>Implements safety and sanitation procedures in child care operations.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows local and state regulations regarding proper food safety and sanitation requirements.</li> <li>○ Knows how to monitor and track incidences of on-the-job injuries and related liabilities.</li> </ul>	<ul style="list-style-type: none"> <li>○ Develops training procedures and safety guidelines for workplace injury prevention and injury response reporting.</li> <li>○ Conducts routine food safety and sanitation inspections and develops corrective action plans, as needed.</li> </ul>

<b>Competency I.10</b> <b>Maintains comprehensive emergency preparedness plans to include prevention, mitigation, response, and recovery.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Ensures staff training on the proper use of fire extinguishers.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows federal and state regulations for providing services during an emergency or crisis.</li> <li>○ Knows how to develop and implement a comprehensive emergency readiness plan for the center (e.g., weather, safety, disaster, and medical).</li> <li>○ Establishes, trains, and communicates a basic plan to staff for dealing with an emergency/disaster situation.</li> <li>○ Ensures emergency readiness plan is reviewed and updated annually.</li> <li>○ Maintains the food and supply items to be available for use in case of an emergency.</li> </ul>

<b>ACTION PLAN</b>				
Competency	Knowledge or Skill to Obtain	Goals Needed to Attain the Knowledge or Skill	Necessary Resources to Meet Goal	Completion Date

## Functional Area II: Procurement

<b>Competency 2.1</b> <b>Assures the proper interpretation and implementation of local, state, and federal regulations for the purchase, usage, and disposal of food and non-food items.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
	<ul style="list-style-type: none"> <li>○ Knows ethical practices for procurement.</li> <li>○ Knows federal, state, and local procurement regulations, policies, and procedures governing all CACFP purchases.</li> <li>○ Knows how to complete and maintain accurate formal or informal procurement processes.</li> <li>○ Knows how to purchase and dispose of equipment in accordance with federal, state, and local regulations.</li> <li>○ Ensures accurate formal or informal procurement processes are followed.</li> <li>○ Maintains proper documentation of purchases and disposal of equipment.</li> </ul>

<b>Competency 2.2</b> <b>Manages inventory to ensure quality provision of nutritious meals and snacks to the children being served.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows methods for effective inventory control.</li> <li>○ Knows fundamentals of effective receiving procedures.</li> </ul>	<ul style="list-style-type: none"> <li>○ Demonstrates the ability to identify, initiate, and maintain procedures associated with Invitation for Bid or Solicitation of Quotes for annual vended meal service provision.</li> </ul>

<ul style="list-style-type: none"><li>○ Knows the relationship among accurate ordering and inventory management when utilizing standardized recipes.</li><li>○ Knows how to consult with vendors for product information.</li></ul>	<ul style="list-style-type: none"><li>○ Procures and maintains adequate amount of supplies to properly prepare, serve, and store foods in accordance with CACFP guidelines.</li><li>○ Develops procedures for inventory control that address the delivery date, storage, and turnover rate of food products and supplies.</li></ul>
---	---

<b>ACTION PLAN</b>				
<b>Competency</b>	<b>Knowledge or Skill to Obtain</b>	<b>Goals Needed to Attain the Knowledge or Skill</b>	<b>Necessary Resources to Meet Goal</b>	<b>Completion Date</b>

## Functional Area III: Compliance

<b>Competency 3.I</b> <b>Understands and interprets federal, state, and local regulations in order to develop, implement, and revise practices that meet and exceed compliance requirements.</b>	
<b>Identifiable Knowledge and Skills</b>	
<p style="text-align: center;"><b>When Hired</b></p> <ul style="list-style-type: none"> <li>○ Knows civil rights requirements for CACFP.</li> <li>○ Complies with health and safety regulations established by federal, state, and local agencies.</li> <li>○ Ensures all purchases comply with CACFP federal and state regulations.</li> </ul>	<p style="text-align: center;"><b>Advanced</b></p> <ul style="list-style-type: none"> <li>○ Knows required CACFP and state regulations and procedures.</li> <li>○ Complies with federal, state, and local child care regulations and the CACFP.</li> <li>○ Develops and implements procedures to maintain accurate and appropriate records that comply with federal, state, and local regulations.</li> <li>○ Ensures documentation meets CACFP requirements for all age groups.</li> <li>○ Maintains current and accurate staff records (including all licensing required components) related to CACFP.</li> <li>○ Ensures all CACFP records are maintained for the required number of years (including the current year).</li> <li>○ Ensures training requirements of the CACFP program are met on an annual basis and/or as needed.</li> <li>○ Ensures all income eligibility documentation is kept confidential and reported accurately to the state agency, if required.</li> <li>○ Ensures all income eligibility documentation is correctly approved and verified according to regulations.</li> <li>○ Establishes policies for posting of workplace safety information.</li> </ul>

<b>Competency 3.2</b> <b>Develops compliance review procedures to ensure accurate, uniform monitoring and review efforts.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
	<ul style="list-style-type: none"> <li>○ Knows how to prepare all audit requests.</li> <li>○ Knows how to develop corrective action plans when needed, including modification to standard operating procedures.</li> <li>○ Cooperates with state and/or federal level reviews completed at the child care site.</li> <li>○ Ensures monitoring visits are completed according to CACFP regulations.</li> <li>○ Responds appropriately during administrative reviews of the CACFP.</li> </ul>

<b>Competency 3.3</b> <b>Plans, develops, and implements policies and procedures to foster accurate meal service for compliance.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Ensures meals are served during scheduled and approved meal times.</li> <li>○ Ensures families provide required information related to food allergies and other special nutrition needs.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows procedures to ensure only reimbursable claims are submitted to state agency for full reimbursement.</li> <li>○ Ensures meal vendor is following all state and local health and safety requirements.</li> </ul>

<b>ACTION PLAN</b>				
<b>Competency</b>	<b>Knowledge or Skill to Obtain</b>	<b>Goals Needed to Attain the Knowledge or Skill</b>	<b>Necessary Resources to Meet Goal</b>	<b>Completion Date</b>

## Functional Area IV: Health and Safety

<b>Competency 4.1</b> <b>Understands and complies with local, state and federal regulations and guidelines for safety and sanitation.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows basic health, sanitation, and safety requirements.</li> <li>○ Ensures that the facility is compliant with applicable universal precautions and infection control guidelines and procedures.</li> <li>○ Develops safe, effective methods for prevention and control of insects, rodents, and other pest infestations.</li> <li>○ Ensures storage areas are temperature controlled, properly maintained, well ventilated, and adequately secured.</li> </ul>	

<b>Competency 4.2</b> <b>Establishes policies and procedures to create safe work environment practices and environment to prevent and reduce safety risks.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows principles of creating and maintaining a safe and healthy work environment.</li> <li>○ Knows safety standards for foodservice that comply with the Occupational Safety and Health Act (OSHA) and other regulations.</li> <li>○ Knows importance of providing first aid training to staff.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensures the Safety Data Sheets for chemical products are up-to-date and accessible to staff.</li> <li>○ Ensures staff reviews injury reports periodically to assess, revise, and/or develop injury prevention strategies.</li> </ul>

<ul style="list-style-type: none"> <li>○ Knows principles for selecting, storing, using, and maintaining chemical supplies and other hazardous materials.</li> <li>○ Maintains a safe work environment for preparing and serving.</li> <li>○ Ensures child care staff is trained to recognize and respond to symptoms of an allergic reaction.</li> </ul>	
---	--

<b>Competency 4.3</b> <b>Establishes policies and procedures to ensure food is prepared and served in a safe environment that meets food safety and sanitation standards.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows sanitation and food safety regulations.</li> <li>○ Knows acceptable food storage and cleaning techniques.</li> <li>○ Knows principles of foodborne illness prevention.</li> <li>○ Follows sanitation procedures for cleaning and sanitizing dining areas before and after meal and snack time.</li> <li>○ Follows proper safety measures to ensure safe food handling from the receiving of food to the serving of food.</li> <li>○ Ensures foods are held and served at appropriate temperatures.</li> <li>○ Ensures staff members who handle food are free from illness.</li> <li>○ Ensures child care staff intervenes and prevents the trading of food brought for children with allergies and other special nutrition needs.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows fundamentals of Hazard Analysis Critical Control Point (HACCP)-based standard operating procedures.</li> <li>○ Knows how to conduct facility inspections to provide safe food for the children in the child care facility.</li> <li>○ Ensures the child care facility meets all safety regulations for nutrition and food preparation.</li> <li>○ Develops emergency procedures and practices for food recalls and foodborne illnesses.</li> </ul>

<b>ACTION PLAN</b>				
<b>Competency</b>	<b>Knowledge or Skill to Obtain</b>	<b>Goals Needed to Attain the Knowledge or Skill</b>	<b>Necessary Resources to Meet Goal</b>	<b>Completion Date</b>

## Functional Area V: Nutrition and Meal Management

<b>Competency 5.1</b> <b>Assures appropriate implementation of meal planning, food purchasing, and meal management that meets CACFP meal patterns.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Ensures children are served all required components in the appropriate serving size at each meal and snack.</li> <li>○ Ensures drinking water is readily available.</li> <li>○ Demonstrates the ability to modify recipes as needed.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to create balanced and appealing menus featuring a variety of foods that meet CACFP requirements.</li> <li>○ Knows how to evaluate menus according to CACFP regulations and guidelines.</li> <li>○ Knows which foods are considered creditable and non-creditable.</li> <li>○ Knows methods to project food and supply needs.</li> <li>○ Knows how to complete food orders.</li> <li>○ Plans nutritionally sound menus that comply with CACFP regulations.</li> <li>○ Ensures all menu items served are consistent with nutrition objectives and contribute to the development of healthy eating habits.</li> <li>○ Maximizes the use of USDA foods to assist in controlling food cost.</li> <li>○ Plans menus to incorporate cultural preferences and introduce students to a variety of foods.</li> </ul>

<b>Competency 5.2</b> <b>Establishes a positive dining environment to foster appropriate social interaction and promote healthy eating behaviors.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows fundamentals of creating a pleasant, appealing, social and safe environment for serving nutritious meals.</li> <li>○ Knows the importance of time management in the preparation and serving of meals and snacks.</li> <li>○ Encourages staff to serve meals in a pleasant, safe, and social environment with developmentally appropriate eating utensils.</li> <li>○ Ensures a dining environment that promotes good nutrition and healthy eating behaviors.</li> <li>○ Ensures a plan is in place to address food preparation and delivery disruptions.</li> </ul>	

<b>Competency 5.3</b> <b>Develops procedures to collaborate with CACFP stakeholders to ensure goals for healthy eating and menu planning are met.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows the importance of developing/nurturing partnerships with families to assist children in developing healthy eating habits.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows the importance of involving stakeholders in planning healthy CACFP approved meals and snacks.</li> <li>○ Demonstrates ability to collaborate with the stakeholders in planning menus and procedures for food service.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Coordinates the use of multiple approaches for informing stakeholders of menu, nutrition information, and other services available (e.g., web site, newsletter, printed menus).</li> </ul>
--	---

<b>Competency 5.4</b> <b>Assures the proper interpretation and implementation of appropriate food intake for all children regardless of dietary needs.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Ensures families collaborate with child care staff to meet the needs of all children with food challenges, allergies, and/or special needs.</li> <li>○ Ensures child care staff follows infant feeding guidelines.</li> <li>○ Ensures infants are fed on demand and the feeding is documented.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to develop, maintain, and provide CACFP meal service accommodations for children with medically documented dietary needs.</li> <li>○ Develops policies and implements procedures to ensure that children’s special nutrition needs are safely met.</li> </ul>

<b>Competency 5.5</b> <b>Develops and executes nutrition education for CACFP participants, families, stakeholders, and staff.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Knows age appropriate methods for promoting nutrition education and activities.</li> <li>○ Utilizes appropriate nutrition education and promotional materials to encourage healthy eating behaviors.</li> </ul>	<ul style="list-style-type: none"> <li>○ Communicates the relationship between nutrition adequacy and educational performance of children.</li> </ul>

<h1>ACTION PLAN</h1>				
Competency	Knowledge or Skill to Obtain	Goals Needed to Attain the Knowledge or Skill	Necessary Resources to Meet Goal	Completion Date

## Functional Area VI: Education and Training

<b>Competency 6.1</b> <b>Implements strategies to effectively train CACFP staff.</b>	
<b>Identifiable Knowledge and Skills</b>	
<b>When Hired</b>	<b>Advanced</b>
<ul style="list-style-type: none"> <li>○ Encourages and trains staff to create a safe work environment.</li> <li>○ Trains child care staff on nutrition program practices, such as healthy eating environments, basic principles of healthy eating, and proper nutrition for growth and development.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knows how to prepare yearly trainings based on staff needs.</li> <li>○ Knows how to provide training through multiple delivery methods.</li> <li>○ Develops, locates, and/or implements training opportunities to meet the CACFP requirements.</li> <li>○ Ensures staff is trained and compliant with civil rights requirements annually.</li> <li>○ Trains staff to enhance customer service to stakeholders.</li> <li>○ Ensures child care staff is trained on creditable and non-creditable foods.</li> <li>○ Provides updates to staff on CACFP guidelines, policies, and procedures as needed.</li> <li>○ Ensures CPR and first aid training programs are provided to staff.</li> <li>○ Develops a sanitation training program for staff.</li> <li>○ Develops procedures and trains staff on proper use, cleaning, and sanitizing of foodservice equipment.</li> </ul>

<b>ACTION PLAN</b>				
<b>Competency</b>	<b>Knowledge or Skill to Obtain</b>	<b>Goals Needed to Attain the Knowledge or Skill</b>	<b>Necessary Resources to Meet Goal</b>	<b>Completion Date</b>

## Employee Evaluation Review Form

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Job Title</b>
------------------	-------------------	-----------------------	------------------

**Probationary Evaluation:**    **Yes**    **No**

**Date of Review Period:**

**INSTRUCTIONS:** Determine knowledge and skills that need to be improved/obtained using the Evaluation Tool. List knowledge and skills for each functional area to be improved/obtained in the appropriate columns. Use additional pages, if needed. Review this form with the employee and determine ways to obtain the knowledge/skills needed. List ways to reach goals in *Next Steps* column.

**FUNCTIONAL AREAS**

- Administration (ADM)
- Procurement (PROC)
- Compliance (COMP)
- Health and Safety (H&S)
- Nutrition and Meal Management (N&MM)
- Education and Training (E&T)

Functional Area	Knowledge	Skill	Next Steps

Initials: \_\_\_\_\_

## Employee Evaluation Review Form

Functional Area	Knowledge	Skill	Next Steps	
<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	<b>SUPERVISOR SIGNATURE</b>	
			<b>DATE</b>	



**Applied Research Division**  
**The University of Southern Mississippi**  
**Grant Year 2012 #5**

**800-321-3054**

**[www.theicn.org](http://www.theicn.org)**