



School Food Service Pre-Employment Training - CURRENT APPLICANTS

The training is a two-part program.

Part 1 – On-line training. Complete the following courses. You do not need to print the entire workbooks. Just print what you need. There is no charge for this training.

Part 2 – Attend on-site training program and pass written exam. STPSB Technician Training Course certificate will be issued upon passing the test. There is no charge for this training.

Part 1

Register for the on-line courses with the Institute of Child Nutrition (ICN) at no charge.

- Go to <https://theicn.docebosaas.com/learn/signin>
- Click “Register”
- Follow the instructions on how to “Register Now”
- Once you have created an account profile, you will be able to register for Courses.
- Click in the Course Catalog (green box) view full catalog.
- Choose the appropriate course and click ENROLL.
- Next click the blue ENROLL button.
- Click Start Learning Now button and follow instructions for the course.
- At the end of a course it will tell you to print a certificate.
- **Print all 3 certificates and bring copies to the class.**

HOURS

1. Food Safety in Schools: This course discusses a clean and sanitary environment for the preparation and service of food. 8*
2. Portion Control: This course focuses on the benefit of portion control when serving food. 4*
3. Weights and Measures: This course covers the use of weights and measures in the preparation and service of food. 4*

*Actual time to complete course work may be significantly less

Total Hours: 16

Part 2

Register for the on-site training program at www.MyPaymentsPlus.com to create a new account. (If you already have an account set up for STPSB to pay student fees or lunches, you will need to create a new one with a different email address) Select Guest account, Louisiana, STPSB-Public/Non-Student Payments. There is no fee for this class.

DEADLINE TO REGISTER IS FRIDAY, MARCH 9, 2018.

Training is available:

- Thursday, March 22, 2018 (4:30-8:30 pm) at Brooks Educational Complex, 2544 Sgt. Alfred Drive, Slidell
- Friday, March 23, 2018 (8:00 am - noon) at Treen Technology Center, 2024 Livingston Street, Mandeville
- Saturday, March 24, 2018 (8:00 am - noon) at Brooks Educational Complex, 2544 Sgt. Alfred Drive, Slidell
- Saturday, April 14, 2018 (8:00 am - noon) at Treen Technology Center, 2024 Livingston Street, Mandeville

You will receive an email by Wednesday, March 14, 2018 confirming the date and location of your class.

Bring current picture ID and copies of the 3 certificates from ICN (Institute of Child Nutrition) on-line training to the class.