



Martha S. Walker
Nutrition Education Training Coordinator

**EAST BATON ROUGE
PARISH SCHOOL SYSTEM**

Child Nutrition Program
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M E M O R A N D U M

MEMO TO: Child Nutrition Program Employees
FROM: Martha S. Walker
CNP Education Training Coordinator
SUBJECT: Phase I Manager's Training Pre-test
DATE: April 22, 2005

A pre-test will be administered to all applicants for the upcoming Phase I Managers' training classes. Classes are tentatively scheduled to begin Monday, September 12, 2005. Those students who successfully complete the EBRP Phase I Managers' Training will be eligible to take the Louisiana Department of Education Phase I state test in December 2005. All applications must be screened and approved by the CNP Administrative Staff before being allowed to take the pre-test. Potential students must successfully pass the pre-test with a score of 90% before being accepted for the classes. The pre-test will provide an opportunity to display skills required of a successful Child Nutrition Program Manager. The skills required of a successful manager include the following:

1. Accuracy in preparing records where numbers are recorded.
2. Ability to calculate amounts of food needed for meal service.
3. Ability to communicate with students, teachers, parents, vendors and school board members.
4. Ability to follow verbal and written instructions.
5. Ability to meet deadlines.

To apply for Phase I Manager training, the individual must meet the following criteria:

1. Individual must have a G.E.D. certificate or a high school diploma.
2. Individual must be currently employed as a full-time food service employee.
3. Individual must submit two professional letters of recommendation.

The two letters of recommendation and a copy of the diploma or G.E.D. must be received in the CNP Office by 4:00 p.m., Monday, May 9, 2005. Late letters of recommendation or copies of diplomas or GED certificates will not be accepted. The pre-test will be administered on Monday, May 16, 2005 from 1:00 p.m. - 2:30 p.m. in Class Room #029 at the Child Nutrition Program office (3000 North Sherwood Forest Drive). Applicants are advised to bring a pocket calculator and a pencil. If you have any questions or concerns, please contact me at 226-3686.

Cc: Gail M. Johnson, Assistant Superintendent of Auxiliary Services
Dr. Nadine L. Mann, CNP Director of Operations
CNP Area Supervisors
CNP Managers