

**Professional Development Log**

**Year \_\_\_\_\_\_\_\_\_\_\***

 Required Annual\* Training: Food Service Director: 12 hours Kitchen Site Manager: 10 hours

 Other Food Service Staff: 6 hours PT Staff (>20hr/week): 4 hours

*Training Topics are categorized as: 1=Nutrition; 2=Operations; 3=Administration; 4=Communications & Marketing*

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| NAME of STAFF MEMBER | DATE | TOPIC (1,2,3 or 4) | PRESENTER/TRAINING TITLE | TIME |
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Annual requirements apply to the 12 months between July 1 and June 30ththe following year.