



Georgia Department of Public Health WIC Dietetic Internship Program School Food Service Rotation Description

School Food Service rotation: In the food service rotation, interns will apply their knowledge of food systems management and understand the functions of the dietitian in food service and administration. Interns plan, organize, staff, direct, and monitor food preparation and service. Interns will plan perform marketing functions, modify, test and cost recipes, specify and order food, serve food, and evaluate outcomes. Throughout the rotation interns will participate in inventory, food production, sanitation inspections, menu planning, employee training, sensory evaluations and kitchen design.

Before the rotation:

1. Review fns.usda.gov/nslp/national-school-lunch-program, fns.usda.gov/sites/default/files/NSLPFactSheet.pdf, fns.usda.gov/sites/default/files/LAC_03-06-12_0.pdf, dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Rules/FAQGeorgiaFoodCode.pdf, fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/UCM374510.pdf, dph.georgia.gov/food-service-interpretation-manual, dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Food/Rules/FSFoodSpecSheet.pdf, nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTU=nfsmi.org/documentlibraryfiles/PDF/20140325025033.pdf
2. Complete the assigned pre-rotation module for School Food Service rotation.
3. Contact school food service rotation preceptor two weeks prior to rotation start date to arrange rotation schedule.

Length of rotation: eight (8) weeks (192 hours) **Standard hours:** To be determined by rotation preceptor

Expectations:

1. Interns have completed the school food service rotation module entirely before the first day of the school food service rotation.
2. Interns will meet with preceptor on the first day of rotation to discuss the preceptor/intern task list and school food service pre-rotation module.
3. Interns will abide by all internship and facility policies.

Resources needed for rotation:

1. Calculator and black ink pen
2. Completed school food service module
3. *Food Service Organizations: A Managerial and Systems Approach*, 8th Edition by Geogire, Mary B



4. Computer and Internet access
5. Transportation

Activities:

1. Menu Development and Costing
2. Nutrition Promotional/Marketing
3. Food Production and Portion Control
4. Purchasing/Receiving/Inventory
5. Safety/Sanitation/HACCP
6. Facility Design
7. Department Meeting
8. Management – financial and human resource
9. Staff Relief

Learning Objectives:

1. The intern will be able to work effectively in all departments within the food service operation and will be able to supervise meal service by the completion of the food service rotation.
2. The intern will be able to evaluate labor productivity and food waste and determine areas for improving fiscal outcomes by cutting costs, reducing waste, and maximizing productivity.
3. The intern will be able to appropriately conduct food quality and safety audits, identify problems or potential problems, and plan and implement solutions.
4. The intern will be able to work within HACCP and ServSafe guidelines.
5. The intern will be able to cost menus to determine projected food costs and meet budget guidelines.
6. The intern will be able to modify a menu for a health or cultural need.
7. The intern will be able to appropriately price and effectively market menu items.
8. The intern will be able to identify and procure equipment to meet identified facility needs.
9. The intern will be able to demonstrate familiarity with and discuss issues related to meal reimbursement for free and reduced meals.
10. The intern will be able to identify budgets used in school nutrition, compare actual expenses to budgeted expenses, and discuss the use of this data in financial decision making.
11. The intern will be able discuss the process for recruiting, on-boarding, and retaining employees.
12. The intern will be able to identify and compare and contrast differing leadership and management styles.
13. The intern will be able communicate effectively, motivate, and handle workplace conflict.
14. The intern will be able to develop a disaster plan for meal service with implementation instructions.
15. The intern will be able to supervise food ordering, receiving, and production.
16. The intern will be able to observe and critique a meeting professionally as well as plan and conduct an effective meeting.
17. The intern will be able to identify Food Service Department training in-service needs, plan and present appropriate training to specified target audiences, create supporting in-service materials (handouts), and evaluate effectiveness of in-service training.



18. The intern will be able to work independently demonstrating competence at entry level.

Competencies:

1. CRD 1.3: Justify programs, products, services, and care using appropriate evidence or data
2. CRD 2.1: Practice in compliance with current federal, regulations; and state statutes and rules as applicable and in accordance with accreditation standards and the *Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics*
3. CRD 2.2: Demonstrate professional writing skills in preparing professional communications
4. CRD 2.3 Design, implement and evaluate presentations to a target audience
5. CRD 2.5 Demonstrate active participation, teamwork, and contributions in a group setting
6. CRD 2.8 Apply leadership skills to achieve desired outcomes
7. CRD 2.11 Demonstrate professional attributes within various organizational cultures
8. CRD 2.13 Demonstrate negotiation skills
9. CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats
10. CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management
11. CRD 3.5 Coordinate procurement, production, distribution, and service of goods and services
12. CRD 3.6 Develop and evaluate recipes, formulas, and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals
13. CRD 4.1 Participate in the management of human resources
14. CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities, and food
15. CRD 4.4 Conduct clinical and customer service quality management activities
16. CRD 4.5 Use current informatics technology to develop, store, retrieve, and disseminate information and data
17. CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention
18. CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
19. CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
20. CRD 4.9 Analyze financial data to assess utilization of resources
21. CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies

Evaluation:

1. Interns will be evaluated by the preceptor mid-way through the rotation using the DPH WIC Dietetic Internship midpoint evaluation form.
2. Intern activities and assignments will be evaluated by the preceptor using activity specific grading rubrics or grading definitions included in final evaluation form.



3. Interns will be given a final evaluation at the end of the rotation using the DPH WIC Dietetic Internship final evaluation form. The final evaluation form will include grades from all activities/assignments as well as a review of professionalism parameters.

After the rotation:

1. Submit electronically to DPH WIC Dietetic Internship Program Director:
 - a. Completed school food service module.
 - b. Signed and dated school food service rotation orientation checklist.
 - c. Completed signed, and dated school food service rotation goals and reflections form.
 - d. All signed and dated activity logs for the entire rotation.
 - e. Completed, signed, and dated rotation hours' summary form.
 - f. All completed, graded, and signed documentation/paperwork as required per curriculum instructions for intern.
 - g. Completed, dated, and signed school food service rotation final evaluation form.