

Key Area/TASN Level

Key Area 1	(1000) Nutrition
	(1100) Menu Planning
	(1110) USDA Nutrition Requirements
	(1120) Cycle Menus
	(1130) Local Foods - Farm to School
	(1140) Standardized Recipes
	(1150) Menu Analysis
	(1160) Special Diets, Including Food Allergies
	(1170) USDA Foods
	(1200) Nutrition Education
	(1210) Nutrition Activities
	(1220) Classroom and Cafeteria Integration
	(1230) School Gardens
	(1300) General Nutrition
	(1310) Dietary Guidelines for Americans, MyPlate, and School Nutrition
(1320) General Nutrition	

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Key Area 2	(2000) Operations
	(2100) Food Production
	(2110) Standardized Recipes
	(2120) Food Production Records
	(2130) Culinary Skills
	(2140) Use and Care of Equipment
	(2150) CN Labeling & Crediting
	(2200) Serving Food
	(2210) Portion Sizes/Special Diets
	(2220) Offer Versus Serve
	(2230) Maintaining Food Quality Appearance
	(2240) Serving Lines
	(2300) Cashier and Point of Service
	(2310) Reimbursable Meals
	(2320) POS Financial Responsibility (Compliance Guidance)
	(2330) Free or Reduced Identification (Counting/Claiming-Eligibility Guidance)

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Key Area 2	(2400) Purchasing/Procurement
	(2410) Product Specifications
	(2420) Bid Solicitation and Evaluation
	(2430) Purchase Food, Supplies, & Equipment
	(2440) Food & Supply Orders
	(2450) Cooperative Purchasing Groups
	(2460) Contracts with Food Service Management Company
	(2500) Receiving & Storage
	(2510) Inventory Management
	(2520) Receiving & Storage
	(2530) Hold & Recall
	(2600) Food Safety & HACCP
	(2610) HACCP
	(2620) Food Safety – General
	(2630) Federal, State, & Local Food Safety Regulations
(2640) Food Safety Culture	

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Key Area 3	(3000) Administration
	(3100) Free & Reduced-Price Meal Benefits
	(3110) Eligibility
	(3120) Direct Certification
	(3130) Community Eligibility Provision
	(3200) Program Management
	(3210) Staff Management
	(3220) Standard Operating Procedures
	(3230) Healthy School Environment
	(3240) Emergency Plans
	(3250) Water, Energy, & Waste Management
	(3260) Administration Review
	(3300) Financial Management
	(3310) Meal Counting, Claiming, & Managing Funds
	(3320) Compliance with Regulation/Policies
(3330) Budgets	

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Key Area 3	(3340) Financial Analysis
	(3350) Pricing
	(3360) Communicate Financial Information
	(3400) Human Resources & Staff Training
	(3410) Human Resources Management
	(3420) Policies & Procedures
	(3430) Training Plans & Tracking
	(3440) Retention, Promotion, & Recognition
	(3450) Employee Health, Safety, & Wellness
	(3500) Facilities & Equipment Planning
	(3510) Facility & Equipment Planning
	(3520) Equipment Purchasing & Maintenance

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Key Area 4	(4000) Communication & Marketing
	(4100) Communications & Marketing
	(4110) Strategic & Marketing Plans
	(4120) Program Promotion
	(4130) Customer Service
	(4140) Communication Skills
	(4150) School & Community Communication
	(4160) Smarter Lunchroom Techniques

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Levels	Requirements		Total
1	4 Hours of Food Safety 4 Hours of Sanitation 4 Hours of Customer Service	4 Hours of Recognizing Reimbursable Meals/ Meal Patterns	16 Hours
2	Key Area 1 – 10 Hours Key Area 2 – 10 Hours	Key Area 3 – 10 Hours Key Area 4 – 10 Hours	40 Hours
3	Key Area 1 – 10 Hours Key Area 2 – 10 Hours Key Area 3 – 10 Hours	Key Area 4 – 10 Hours Key Area General – 10 Hours	50 Hours
4	Key Area 1 – 12 Hours Key Area 2 – 12 Hours Key Area 3 – 12 Hours	Key Area 4 – 12 Hours Key Area General – 12 Hours	60 Hours
5	Key Area 1 – 15 Hours Key Area 2 – 15 Hours Key Area 3 – 15 Hours	Key Area 4 – 15 Hours Key Area General – 15 Hours	75 Hours