# Texas A&M Dietetic Internship Program

## Food Service Management and Administrative Rotation Descriptions

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TEXAS A & M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION: Clinical Nutrition Management – S & W

I. CLINICAL NUTRITION MANAGEMENT:
Location: Scott & White Hospital
Duration: Duration: 40 – 80 hours

Goals: To observe and work with Clinical Nutrition Manager on special projects within the department, hospital, and community. To promote development of personal skills in communication, planning, and organization of ideas.

II. ROTATION PREPARATION: (Complete prior to starting rotation)
A. Contact the dietitian prior to the first day of the rotation to make necessary arrangements.
B. Review the Major Performance Responsibility Statements for Clinical Dietitians numbers 6.0, 8.0, 9.0, and 10.0.
C. Review the reading list.
D. Prepare a written list of goals and objectives to discuss with the dietitian on Day 1. Be prepared to discuss specifically what you want to get out of the rotation and specific areas of interest.

III. ROUTINE DUTIES:
A. Participate in daily activities of Administrative Dietitian.
B. Attend meetings and conferences with Administrative Dietitian.
C. Plan and prioritize daily activities.
D. Cover floors assigned to dietitian and/or fill in for other dietitians as needed.

IV. ROTATION ASSIGNMENTS:
A. Complete live television interview on nutrition-related topic.
B. Develop performance improvement project, including suitable topic, measurable results, appropriate forms, etc.
C. Other duties as assigned by the dietitian.
D. Report completed assignments to dietitian in a timely manner.
E. Report activities and progress on projects to dietitian expeditiously.

V. EVALUATION:
A. Submit completed written assignments as requested by the dietitian.
B. Schedule rotation evaluation for the last day of the rotation.
C. Submit completed evaluation forms and written rotation assignments to the Director no later than one week from the last day of the evaluation.

Revised November 2001
I. FOOD SERVICE MANAGEMENT: Location: Scott & White Memorial Hospital  
Duration: Food Service 100  
3 or 4 week rotation  
(120 - 160 hours)

II. ROTATION PREPARATION: (Complete prior to rotation)
A. Prepare written list of goals and objectives for rotation and deliver to Food Service Director at the beginning of the rotation.
B. Contract Food Service Manager 2 – 3 days prior to the first day of the rotation to confirm rotation and first day schedule.
C. Bring two Food Service articles with a written summary of the article.
D. Complete attached food service review.
E. Review the different types of diets you will see here, and provide a chart describing each diet.
   - AHA
   - Diabetic
   - Dysphagia- chopped, ground, and pureed
   - Full Liquid
   - Low Sodium
   - Bariatric
   - Clear Liquid
   - Renal
   - Gluten Free

III. ROUTINE DUTIES:
A. Attend and participate in all department meetings and staff meetings.
B. Maintain standards by which food quality, tray appearance, tray accuracy and courteous timely delivery are judged in all areas of food service.
C. Observe and report noncompliance with standards for sanitation and infection control in Food Service Department.
D. Participate in staffing in different areas to familiarize self with routine duties of various positions.
E. Assist in management of food service operations including cafeteria, catering, production, and patient meal service.

IV. ROTATION ASSIGNMENTS:  
Memorial (2 weeks)
A. Provide 2 articles related to food service management.
   - Provide summary of article, your critique of the article, and reference
B. Conduct test tray and tray accuracy, and will review documentation of results.
C. Conduct in-service session for food service employees.
D. Conduct in-service session for diet office employees.
E. Shadow a host or hostess and write up what was learned/observed and ideas for improvement.

Revised May 2015
F. Shadow a diet office employee and write a summary of observations and ideas for improvement.
G. Provide a summary of the kitchen’s flow, its effectiveness, problems, and possible solutions
H. Learn about comp nutrition; nutrition analysis, recipes
I. Perform plate waste study
J. Create a menu showing all the different diets and what is served per day.
K. Perform critical incident reports based on kitchen audits, test trays, and host shadowing. (3 incidents minimum)
L. Observe sanitation and inflection control procedures
   - Dish machine
   - Three compartment sink
   - Temperature for cleaning, freezer, and refrigerator
   - Proper storage of cold and dry items

**CCH (1 week)**
A. Will perform inventory check, receiving, and stocking.
   - Create a flow chart showing the flow of food through the operation
B. Will participate in the ordering process.
C. Will observe Manual cardex
D. Will work with main cook and prep employees in the kitchen.
E. Will work on tray line.
F. Perform 2 test trays and tray accuracies
G. Perform patient meal rounds and satisfaction

V.  **EVALUATION:**

A. Submit blank evaluation forms at least three workdays before last day of rotation.
B. Submit completed written assignments to the Food Service Manager as requested.
C. Schedule rotation evaluation for the last day of the rotation.
D. Submit completed evaluation forms and written rotation assignments to Director no later than one week from the last day of the rotation.
Food Service Review

1. What is the temperature range for the danger zone?

2. What populations are considered high risk for foodborne illness?

3. Which is a way for food to become unsafe?
   a. Time temperature abuse
   b. Cross contamination
   c. Poor personal hygiene
   d. All of the above

4. What are the 6 conditions needed by foodborne microorganisms to grow?
   a. 
   b. 
   c. 
   d. 
   e. 
   f. 

5. List 10 potentially hazardous foods:
   a. 
   b. 
   c. 
   d. 
   e. 
   f. 
   g. 
   h. 
   i. 
   j. 

6. Spores can be controlled by time and temperature. True or False

7. List 6 common food allergens.
   a. 
   b. 
   c. 
   d. 
   e. 
   f. 

8. Good personal hygiene includes:
   a. Scratching the scalp or running finger through your hair
   b. Wearing a dirty uniform
   c. Coughing or sneezing into the hand
   d. Not touching your face
9. When washing your hands the process should take _____ seconds
   a. 60
   b. 30
   c. 20
   d. 45

10. Food handlers should change their gloves:
    a. As soon as they become soiled or torn
    b. After handling raw meat and before handling cooked food
    c. Before starting a new task
    d. At least every four hours during continual use
    e. All of the above

11. What are the different colors for cutting boards, and what is each one used to cut?

12. All of these practices can help prevent cross-contamination during food preparation except:
    a. Preparing meat separately from ready-to-eat food
    b. Assigning specific equipment for preparing specific food
    c. Rinsing cutting boards between preparing raw food and ready-to-eat food
    d. Using specific storage containers for specific food

13. All of these practices can help prevent time-temperature abuse except:
    a. Storing milk at 41°F
    b. Holding chicken noodle soup at 120°F
    c. Reheating chili at 165°F for fifteen seconds within two hours
    d. Holding the ingredients for tuna salad at 39°F

14. What is an approved food?

15. Receiving criteria for meat, poultry, and fish are?
    a. 45°F
    b. 35°F
    c. 41°F
    d. 30°F

16. When receiving dairy products:
    a. Temperature should be: ______
    b. Cheese should look: ________________________
    c. Milk flavor: _______________________________
17. When receiving beef:
   a. Coloring should be: ______________________
   b. Texture: _____________________________
   c. Odor: _____________________________
   d. Packaging should look: ______________________

18. When receiving poultry:
   a. Color: _____________________________
   b. Texture: _____________________________
   c. Packaging: _____________________________
   d. Odor: _____________________________

19. Produce should be rejected if:
   a. Fresh and crisp
   b. Discolored and dull to appearance
   c. No bruising or cuts
   d. No odors or unusual to taste

20. Frozen processed foods should be received at what temperature?
   a. 30-41°F
   b. 10-20°F
   c. 5-20°F
   d. 6-10°F

21. Reject frozen foods if:
   a. Packaging is torn
   b. There are large ice crystals
   c. If there are fluids or frozen liquids at bottom of case
   d. Water stains on packaging
   e. All of the above

22. Receiving canned goods:
   a. What should the can look like?
   b. What if there is a swollen end?
   c. What if the can has a dent in it?

23. Receiving dry food:
   a. How should the packaging look?
   b. Why would we reject a dry food?

24. Receiving eggs should be:
   a. Temperature: ______________________
   b. Shell appearance: ______________________
c. Odor: ________________________________

25. List the 8 grades of beef.
   a. 
   b. 
   c. 
   d. 
   e. 
   f. 
   g. 
   h. 

26. A box of sirloin steaks carries both a USDA inspection stamp and a USDA grading stamp. What do these stamps tell you?
   a. The farm that supplied the beef uses only USDA-certified animal feed.
   b. The meat and processing plant have met USDA standards, and the meat quality is acceptable.
   c. The meat wholesaler meets USDA quality-grading standards.
   d. The steaks are free of disease-causing microorganisms.

27. Storing food:
   a. What should be on the label created for food?
      i. 
      ii. 
   b. What is FIFO?
   c. What is LIFO?
   d. Potentially hazardous, ready to eat food prepared in house can be stored for a maximum of _____ days.

28. Temperatures:
   a. Refrigerator: ____________
   b. Freezer: _________________
   c. Dry Storage: ______________

29. When storing cold items: ready-to-eat; raw poultry; raw meat; raw ground meat
   a. Top of fridge: _________________
   b. Level 2 of fridge: ______________
   c. Level 3 of fridge: ______________
   d. Bottom of fridge: ______________

30. Why would dry food need to be stored away from walls and at least 6 inches off the floor?
31. List the four ways to thaw food appropriately and describe each method.
   a. 
   b. 
   c. 
   d. 

32. Why do we use pasteurized eggs versus unpasteurized eggs?

33. Why do we not serve raw sprouts (besides the flavor)?

34. Potentially hazardous foods must be cooled from:
   a. _____ to _______ within two hours and then from
   b. _______ to _______ or lower in the next four hours

35. List and describe the 3 methods for cooling food.
   a. 
   b. 
   c. 

36. When holding foods check temperature at least every
   a. 2 hours
   b. 4 hours
   c. 1 hour
   d. 3 hours

37. List the seven principles to HACCP and describe them.
   a. 
   b. 
   c. 
   d. 
   e. 
   f. 
   g.
38. Three factors of a well-designed kitchen are: (and why)
   a. 
   b. 
   c. 

39. Hand washing stations must have:
   a. 
   b. 
   c. 
   d. 
   e. 

40. Equipment food-contact surfaces must meet all of the following conditions except
   a. They must be corrosion resistant
   b. They must be absorbent
   c. They must be smooth
   d. They must be resistant to pitting

41. All food-contact areas must be washed, rinsed, and sanitized:
   a. After each use
   b. Anytime you begin working with another food
   c. At 6 hour intervals
   d. All of the above
   e. Only a and b

42. What are the five steps to cleaning with a three compartment sink?
   a. 
   b. 
   c. 
   d. 
   e. 

43. Creating a master cleaning schedule consists of:
   a. W
   b. W
   c. W
   d. H

44. The responsibility for keeping food safe in an establishment rests with the
   a. FDA
   b. Manager/operator
   c. Health inspector
   d. State health department
45. Violations noted on a health inspection report should be
   a. Discussed in detail with the inspector
   b. Corrected within 48 hours or when indicated by the inspector if they are critical
   c. Explored to determine why they occurred
   d. All of the above

## Tables

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<td>Clostridium botulinum</td>
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<td>Shiga toxin-producing</td>
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<td>Stuffing</td>
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<td>Combined dishes with previously cooked items</td>
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<td>Combined dishes with raw items</td>
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<tr>
<td>Microwave (eggs, meat, poultry, and fish)</td>
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<td>Ground meat</td>
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<td>Pork, veal, beef, and lamb</td>
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<td>Fruits and vegetables hot held for service</td>
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Vocabulary

1. Foodborne illness
2. Foodborne intoxication
3. Contamination
4. Cross-contamination
5. Spores
6. Flow of food
7. Time-temperature indicator
8. Bimetallic steamed thermometer
9. Infrared thermometer
10. Thermocouple
11. Ice point method for calibrating a thermometer
12. Ultra high temperature
13. USDA inspection stamp
14. USDA grading stamp
15. Ice water bath
16. Batch cooking
17. Hot holding equipment
18. Cold holding equipment
19. Sneezeguard
20. HAACCP
21. MSDS
22. USDA
23. FDA
24. Biological Contamination
25. Chemical Contamination
26. Physical Contamination
27. RST
28. Review the five classes of fires and fire extinguishers
29. Conventional
30. Cook-chill
31. Cook-freeze
32. Convenience
33. Review various can sizes
34. Boiling Point Method
35. CCP
36. Food Allergen
37. IPM
38. Ready-to-eat food
39. The different grades for canned fruits/vegetables
40. Quality grades for eggs
41. Hedonic Scale
42. Frequency of acceptance
43. Plate waste
44. Humidity for dry storage
45. Perpetual Inventory Management
46. Physical Inventory Management
47. Par stock Method
48. ABC inventory classification system
49. Standardized Recipes
50. Quality control
51. Kitchen Layouts
   a. Straight line
   b. L shape
   c. U shape
   d. Parallel and back-to-back parallel
TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION:
Belton ISD, School Nutrition/Administration

I. Belton ISD SN/Administration Rotation

Location: School Nutrition Department
1220 Huey Road
Belton, TX 76513

Duration: 3 weeks (120 hours) or 4 weeks (160 hours)

Goals:
A. To provide hands-on experience so that the intern becomes familiar with school nutrition rules and regulations, food service management systems, and other areas associated with school food service.
B. To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
C. To create the understanding of the regulations from local, state and federal agencies and their impact on the school nutrition program.
D. To increase the intern’s knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the food service department.
E. To provide learning experiences that promotes a positive attitude towards food service management and encourages consideration of school food service as a career.

II. Rotation Preparation

A. Contact the Director during the week prior to the first day of the rotation to make necessary arrangements.
B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotation may focus on providing emphasis in that area.
C. Wear professional dress in the office. Wear comfortable shoes in the school kitchens. Be sure to conform to departmental dress codes in the school kitchens: enclosed non-skid sole shoes, hair net or red baseball cap, no nail polish or artificial nails, only watch and small earrings allowed.
D. Lunch will be provided when working in the school kitchen. A “reimbursable” meal must be selected. A la carte items may be purchased. This rule is the same for all school nutrition personnel.
III. Rotation Responsibilities/Routine Duties
The intern will take part in some but not necessarily all of those listed

A. Orientation to Administrative office and school kitchen responsibility.
   - Administrative Responsibilities:
     1. Become familiar with the USDA school meal patterns for SBP, NSLP, and ASSP.
     2. Analyze current cycle menus for nutritive value based on actual student preferences, using the computer.
     3. Make menu recommendations to improve nutrition, increase student participation, and utilize commodities.
     4. Analyze food costs and meal revenue related to budget guidelines.
     5. Verify CN product labels and nutrient analysis for menus.
     6. Check product labels for allergens and update allergy list.
     7. Prepare monthly elementary menu including nutrition or health tips, so that it is ready for print.
     8. Assist in developing a marketing strategy for use in the schools.
     9. Develop and/or test a new recipe suitable for a school lunch menu.
    10. Evaluate new products for feasibility in school lunch.
    11. Observe and understand preparation of monthly TDA reimbursement reports.
    12. Observe and understand the free and reduced-price meal application approval process.
    13. Observe and understand the department payroll process.
    14. Observe and understand purchasing and accounts payable procedures.
    15. Attend managers’ meetings and trainings as they occur.
    16. Actively participate in personnel management.
    17. Assist with and understand monthly financial analysis utilized by Director (meals per labor hour, revenue and expenditure report, participation analysis).
    18. Assist in catering orders, costing and assignments.
    19. Teach Nutrition Education lessons to students at assigned campuses.

B. School Responsibilities – Both the elementary and secondary levels will be visited.
   1. Quantity Food Production
      a) Assist in preparation of a one week’s grocery order.
      b) Check in a grocery order.
      c) Help count and enter monthly food and paper inventory.
      d) Complete production records.
      e) Assign daily work and cleaning rotations.
      f) Assist in preparation and serving of meals.
      g) Observe plate waste and prepare a report for Director.
      h) Survey student satisfaction of meals.
      i) Develop marketing strategies for menu items.

Created May 2014
2. Point of Sales
   a) Learn cashiering procedures.
   b) Recognize and understand a reimbursable meal.
   c) Prepare end of day report and deposit slips.
3. Personnel
   a) Review job descriptions of kitchen employees.
   b) Review employee policies in District Handbook.
   c) Learn about all different positions in the kitchen.
   d) Watch for work simplification techniques.
   e) Conduct an informal training session on HACCP for the kitchen employees.
4. Quality Control
   a) Review HACCP forms
   b) Evaluate a meal for taste, temperature, etc.
   c) Conduct Quality Assurance review.
   d) Verify small and large equipment inventories.
   e) Review Material Safety Data sheets.

IV. Rotation Projects/Assignments
A. Analyze current cycle menus for nutritive value based on actual student preferences, using the computer.
B. Make menu recommendations to improve nutrition, increase student participation, or utilize commodities on current menus. Consider Cost, government commodities, kitchen equipment, staffing and nutrition guidelines.
C. Alter the menu for a specific food allergy or dietary disability.
D. Prepare a nutrition class to use in a classroom setting or a presentation for a health fair.
E. Develop a nutrition themed bulletin board for use at an elementary or middle campus (with the Director of Nursing).
F. Develop a survey to evaluate the current menu for a grade level.
G. Other projects may be assigned as needed.

V. Evaluation
   Evaluations will be conducted on the last day of the rotation.

VI. Reading List:
Squaremeals.org
TDA Administrator’s Reference Manual
TASNews
SNA School Foodservice & Nutrition

Created May 2014
I. Brenham ISD Child Nutrition/Administrative Rotation  
Location: Child Nutrition Department  
1301 Niebuhr Street  
Brenham, TX 77833  

Duration: 3 Weeks or 120 hours  

Goals:  
A. To provide hands on experience so that the intern becomes familiar with child nutrition rules and regulations, food service management systems, and other areas associated with school food service.  
B. To familiarize students with computer assisted management systems used in the management of all aspects of the operations.  
C. To create the understanding of the regulations for local, state, and federal agencies and their impact to the child nutrition program.  
D. To increase the intern’s knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the foodservice department.  
E. To provide learning experiences that promotes a positive attitude towards food service management and encourages consideration of school food service as a career.  

II. Rotation Preparation  
A. Contact the dietitian during the week prior to the first day of the rotation to make necessary arrangements.  
B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotations may focus on providing emphasis in that area.  
C. Wear professional dress in the office. Wear comfortable shoes in the school kitchens. Be sure to conform to departmental dress codes in the school kitchens: hair net, no nail polish, excessive jewelry or make-up.  
D. Lunch will be provided when working in the school kitchen. A “reimbursable” meal must be selected. Snack bar or a la carte items may be purchased. This rule is the same for all child nutrition personnel.  

III. Rotation Responsibilities/Routine Duties:  
A. Orientation to the Administrative office and school kitchen responsibility.  
B. Administrative Responsibility.  

Revised February 2012
i. Prepare 3 week breakfast and lunch menus according to federal child nutrition program regulations. Analyze for nutritive value using the computer.
ii. Cost menu and relate to budget guidelines.
iii. Prepare corresponding production sheets
iv. Prepare at least one nutritional article for printing in the BISD insert.
v. Find Monthly recipe and Nutrition Tips to include on Child Nutrition Website.
vi. Assist in developing a Marketing and Promotions calendar for use in school cafeterias.

vii. Participate in procurement of all food and supply items. Prepare a produce order.
viii. Effectively utilize government commodities in menu planning.
ix. Understand the regulations of the USDA Commodity Program
x. Participate and understand the bid specifications and procurement regulations.
xi. Participate and understand the regulations and reports related to the NSLP and NSBP.
xii. Attend monthly managers’ meetings and other meetings as they occur.
xiii. Actively participate in personnel management.
xiv. Understand budget procedures.
xv. Conduct Sanitation and safety reviews of the schools.

C. School Responsibilities-both the elementary and secondary levels will be visited.

i. Quantity Food Production
   1. Prepare a one week’s grocery order.
   2. Check in a grocery order.
   3. Take Inventory.
   4. Complete production records.
   5. Assign daily work and cleaning rotations.
   6. Assist in preparation and serving of meals.
   7. Observe plate waste and prepare a report.
   8. Survey student satisfaction of meals.
   9. Develop marketing strategies for menu items.

ii. Point of Sales
   1. Learn cashiering procedures.
   2. Recognize and understand a reimbursable meal.
   3. Prepare end of day report and deposit slips.

iii. Personnel
   1. Review Job description of kitchen employees.
   2. Review employee policies.
   3. Learn all different positions in the kitchen.
   4. Watch for work simplification techniques.
   5. Work with the manager on any discipline problems.
   6. Try to manage all by yourself for a day.

Revised February 2012
iv. Quality Control
   1. Refrigerator/freezer temperature checks.
   2. Dish machine temperature checks.
   4. Do a kitchen safety and sanitation inspection.

IV. Rotation Projects/Assignments
   A. Prepare a nutrition class to use in a classroom setting.
   B. Develop interview questions for a foodservice employee.
   C. Write a nutrition article to use on the web page.
   D. Develop a survey for a particular grade level.
   E. Write a 2 week menu for a specific grade level following all the federal child nutrition program regulations.
   F. Other Projects may be assigned as needed.

V. Evaluation
   A. Evaluations will be conducted on the last day of the rotation.

VI. Information Sources
   A. squaremeal.org
   B. Team Nutrition Website
   C. ChooseMyPlate.gov
   D. TEA Administrative Reference Manual
   E. TEA Child Nutrition News
   F. TSFSA Lunch Bell
   G. ASFSA School Foodservice and Nutrition

Revised February 2012
TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION
 Administrative – BISD

BRYAN ISD FS/ADMINISTRATIVE ROTATION

Location: Central Distribution Center
School Nutrition Services
1920 N. Earl Rudder Frwy
Bryan, TX 77808
(979) 209-7052

Duration: 4 weeks or 160 hours

Office hours: 8 AM – 5 PM (Monday – Thursday); 8 AM – 4 PM (Friday)
Kitchen hours: 6 AM – 2:30 PM (Monday – Friday)

I. GOALS:

- To provide hands on experience so that the intern becomes familiar with child nutrition rules and regulations, food service management systems, and other areas associated with school food service.
- To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
- To provide the understanding of the utilization of a central warehouse and prime vendor, and distribution of food products and supplies.
- To provide the student with the capabilities of applying theoretical knowledge to actual application procedures.
- To create the understanding of the regulation from local, state and federal agencies and their impact to the child nutrition program.
- To increase the intern's knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the foodservice department.
- To provide learning experiences that promotes a positive attitude towards food service management and encourages consideration of school food service as a career.

II. ROTATION PREPARATION:

- Contact the dietitian during the week prior to the first day of the rotation to make necessary arrangements.
- Prepare written goals and objectives for discussion on the first day.
of the rotation. Be specific as to areas of interest so that rotation may focus on providing emphasis in that area.

- Consider type of environment to gain experience in the rotation objectives.
- Wear professional dress in the Administrative Office. Wear hair net, visor or cap and comfortable (nonslip, closed toe & heel) shoes in the school kitchens. Conform to departmental dress codes in the school kitchen – no nail polish, no watches, only one ring, dime size or smaller earrings, no necklaces.
- Lunch will be provided when working with School Nutrition Services. No snack bar or ala carte items on free lunch. These items may be purchased.
- A computer is available for use, but a personal laptop may be beneficial as well.

III. ROTATION RESPONSIBILITIES/ROUTINE DUTIES:

- Orientation to the Administrative office and school kitchen responsibilities.
  - Administrative Responsibilities:
    - Prepare 2-week breakfast and lunch menus according to federal child nutrition program regulations. Insure nutritional adequacy and dietary guideline recommendations.
    - Cost menu and relate to budget guidelines
    - Prepare one nutrition newsletter for distribution via mail or website.
    - Utilize modern technology to create effective training materials (podcasting)
    - Effectively utilize government commodities and current inventories in menu planning.
    - Understand the regulation of the USDA commodity Program
    - Participate/understand bid specifications and procurement regulation.
    - Prepare special projects based on current needs/problem during the rotation.
    - Attend any/all meetings as directed.
    - Actively participate in personnel management
    - Understand budget procedures
    - Understand and complete a variety of financial reports (meal per labor hour, participation, food cost, etc.)
    - Attend local Dietetic/School related meetings.
  - School Responsibilities:
    - Quantity Food Production
      - Take inventory
      - Complete production records
• Develop and/or test a new recipe suitable for a school lunch menu.
• Develop recipe to meet dietary guidelines.
• Evaluate new products for feasibility in school lunch.
• Develop marketing strategies for menu items.

• Point of Sales:
  • Learn cashiering procedures.
  • Work on special theme day.

• Personnel:
  • Review job description of kitchen employees.
  • Watch for work simplification techniques
  • Write/update needed job routines
  • Conduct an informal training session
  • Learn different positions in the kitchen.

• Quality Control:
  • Participate in kitchen site evaluations
  • Participate in snack audits

IV. ROTATION PROJECTS/ASSIGNMENTS:
• Write a bid specification on any new item
• Write a nutrition article to be distributed via mail or website
• Prepare 2-week breakfast lunch menus according to federal child nutrition program regulations. Insure nutritional adequacy and dietary guideline recommendations.
• Participate in the hiring/interviewing process
• Conduct new product acceptability study
• Additional projects will be assigned throughout the rotation as deemed necessary.

V. EVALUATION:
• Evaluation will be conducted on the last day of the rotation.
TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION:
College Station ISD, Food Service/Administration

I. College Station ISD FS/Administration Rotation

Location: Child Nutrition Services
1812 Welsh, Suite 140D
College Station, TX 77840

Duration: 3 weeks (120 hours)

Goals:
A. To provide hands-on experience so that the intern becomes familiar with the child nutrition rules and regulations, food service management systems, and other areas associated with school food service.
B. To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
C. To create the understanding of the regulations from local, state and federal agencies and their impact to the child nutrition program.
D. To increase the intern’s knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the food service department.

II. Rotation Preparation

A. Contact the Director during the week prior to the first day of the rotation to make necessary arrangements.
B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotation may focus on providing emphasis in that area.
C. Wear professional dress in the office. Wear comfortable shoes in the school kitchens. Be sure to conform to departmental dress codes in the school kitchen: enclosed shoes, hair net or visor, no nail polish, excessive jewelry or makeup.
D. Lunch will be provided when working in the school kitchen. A “reimbursable” meal must be selected. Snack bar or ala carte items may be purchased. This rule is the same for all food service personnel.

III. Rotation Responsibilities/Routine Duties

The intern will take part in some but not necessarily all of those listed

A. Orientation to Administrative office and school kitchen responsibility.
   1. Administrative Responsibility

Revised November 2011
2. Prepare two-four week breakfast and lunch menus according to federal
child nutrition program regulations; use the NuMenu guidelines.
Analyze for nutritive value using the computer.
3. Cost menu and relate to budget guidelines.
4. Prepare corresponding product sheets.
5. Prepare at least one nutritional article for printing on the menu and/or on
the CSISD web page.
6. Assist in developing a marketing strategy for use in the schools.
7. Participate in procurement of all food and supply items. Prepare a
produce order.
8. Effectively utilize government commodities in menu planning.
9. Become aware of the regulations of the USDA Commodity Program.
10. Participate and understand the bid specifications and procurement
regulations.
11. Participate and understand the regulations and reports related to the
NSLP and NSBP.
12. Attend monthly managers’ meetings and other meetings as they occur.
13. Actively participate in personnel management.
14. Understand budget procedures
15. Conduct Sanitation and Safety reviews of the schools.
16. Assist in catering orders, costing and assignments.

B. School Responsibilities – Both the elementary and secondary levels will be
visited.

1. Quantity Food Production
   a) Assist in preparation of a one week’s grocery order.
   b) Check in a grocery order.
   c) Help take inventory.
   d) Complete production records.
   e) Assign daily work and cleaning rotations.
   f) Assist in preparation and serving of meals.
   g) Observe plate waste and prepare a report.
   h) Survey student satisfaction of meals.
   i) Develop marketing strategies for menu items.

2. Point of Sales
   a) Learn cashiering procedures.
   b) Recognize and understand a reimbursable meal.
   c) Prepare end of day report and deposit slips.

3. Personnel
   a) Review job descriptions of kitchen employees.
   b) Review employee policies.
   c) Learn about all different positions in the kitchen.
   d) Watch for work simplification techniques.
   e) Work with the manager on any discipline problems.
f) Try to manage all by yourself for a day.

4. Quality Control
   a) HACCP forms
   b) Evaluate meal for taste, temperature, etc.
   c) Do a kitchen sanitation and safety inspection.
   d) Review Material Safety Data sheets.

IV. Rotation Projects/Assignments
   A. Write a 2 week menu for a specific grade level following all guidelines. Consider Cost, government commodities, kitchen equipment, staffing and nutrition guidelines. Complete a nutritional analysis and production records for the menu. Calculate the cost of the menu.
   B. Alter the menu for a specific food allergy or dietary disability.
   C. Write a nutrition article to use on the menu and/or on the web page.
   D. Prepare a nutrition class to use in a classroom setting.
   E. Develop interview questions for a foodservice employee.
   F. Develop a nutrition themed bulletin board for use at an elementary campus.
   G. Develop a survey to evaluate the current menu for a grade level.
   H. Other projects may be assigned as needed.

V. Evaluation
   Evaluations will be conducted on the last day of the rotation.

VI. Reading List:
   Squaremeals.org
   TDA Administration Reference Manual
   TASNews
   SNA School Foodservice & Nutrition
I. CLINICAL NUTRITION MANAGEMENT:
Location: Central Texas Veterans Health Care System
Duration: Duration: 40 hours

Goals: To observe and work with Clinical Nutrition Manager (CNM) on department projects to promote development of personal skills in communication, planning, and organization of ideas.

II. ROTATION PREPARATION: (Complete prior to starting rotation)
A. Contact the dietitian prior to the first day of the rotation to make necessary arrangements.
B. Prepare a written list of goals and objectives to discuss with the CNM on Day 1. Be prepared to discuss specifically what you want to get out of the rotation and specific areas of interest.

III. ROUTINE DUTIES:
A. Participate in daily activities with CNM.
B. Attend meetings and conferences with CNM.

IV. ROTATION ASSIGNMENTS:
A. Complete one month of productivity and chart audits.
B. Work with CNM on encounter errors and understand coding and billing for nutrition services.
C. Spend one day reading thru and developing your Professional development portfolio (PDP) and discuss goals with CNM.
D. Work on special projects as assigned (will vary depending upon what needs addressed during the time frame intern is with CNM)
E. Read articles as assigned thru rotation and be prepared to discuss articles and their significance on clinical practice.
F. Understanding staffing-recruitment thru the interviewing and hiring process. Understand how to apply for VA jobs thru USA staffing—completing KSAs (knowledge, skills, and abilities). Read thru VA Performance Based Interviewing websites.

V. EVALUATION:
A. Submit completed written assignments as requested by the dietitian.
B. Schedule rotation evaluation for the last day of the rotation.
C. Submit completed evaluation forms and written rotation assignments to the Director no later than one week from the last day of the evaluation.

Revised June 2014
I. Central Texas Veterans Health Care System Administrative Dietetics Rotation

Location: 1901 South 1st Street
Temple, Texas 76504
Basement of Building 163, Teague Tower
Temple Site Manager, Nutrition and Food Services

Duration: 3 weeks or 120 hours
4 weeks or 160 hours

Tour of Duty: You will receive your reporting schedule on the first day. You will be working various shifts that coincide with the food service schedule.

Goals:

a. To provide hands on experience so that the intern becomes familiar with the integral operations of food management systems and subsystems (i.e., convenience, blast chill, advanced food preparation (AFP), advanced food delivery (AFD))
b. Planning and utilization of menus according to AFP and AFD systems.
c. Development and standardization of recipes for large quantity production.
d. Knowledgeable about food safety and sanitation requirements and the ability to develop a food safety program based on HACCP System for hospital food service.
e. Ability to develop policies and procedures for a food service operation.
f. Ability to setup, conduct, and define findings of formal quality control studies, and quality improvement studies.
g. Development of competencies and skills through teaching inservice classes and on the job to food service personnel.
h. Increase the intern’s knowledge base by becoming involved in the day-to-day operation of food service facility resources, i.e., human, equipment, information, and financial.

II. ROTATION PREPARATION: (complete prior to beginning rotation)

a. Contact the Employee Development/Food Service System Dietitian during the week prior to the first day of the rotation to make necessary arrangements.
b. Review the materials you received from administrative staff during general orientation.
c. Complete the open-book test provided in the general orientation.
d. Complete TMS course #19233- Food Safety and Defense: Front Line Staff.

Revised 7/16
e. Prepare written goals and objectives for discussion on the first day of the rotation. If you have already had food service experience, build your objectives around that experience. Address these areas in your goals: Quality Improvement, Menu Planning, Training, Budgeting, Employee Relations, Equipment, Food Preparation and Service, Food Service Safety and Sanitation, and General Management activities that occur in a kitchen/food service department.

f. Wear appropriate dress and closed toe, slip resistant shoes on the first day. Report to Room BA215, Employee Development/Food Service System Dietitian, at 8:00am. You must wear appropriate attire when working in the kitchen (tops with sleeves, hair covering, closed comfortable shoes with rubber sole traction, no dangling accessories, no earrings, no necklaces or jewelry other than a “plain” wedding band when working with food).

g. Be prepared to discuss your individual development plans and career goals during rotation with Employee Development/Food Service System Dietitian.

III. ROTATION RESPONSIBILITIES/ROUTE DUTIES:

a. Orientation to the main production unit, DRRTP (DOM), Teague Hospital, and the Community Living Centers (CLC’s). You will tour these areas with assigned staff on your first day.

b. Two weeks will be spent in food service/production area, when in four week rotation (and adjusted accordingly for shorter rotations). Your preceptor for this rotation is an administrative dietitian. Wear appropriate clothing and attire. Hair covers will be provided. Examples of what you will be doing includes:

1. Trayline review/observation/work.
2. Plate waste study.
3. Sanitation/safety inspection in designated areas.
4. Place a food order, receive, store, and issue.
5. Complete satellite shipping sheets.
6. Conduct quality control studies.
7. Cost analysis of potential menu items.
8. Do a task list.
9. Draft or revise a policy and procedure.
11. Daily testing and evaluation of meals served.
12. Attend administrative meetings as appropriate.
13. Attend Nutrition and Food Service Safety/Sanitation meeting and discuss inspection reports.
14. Attend operations meeting to present findings from daily meal testing/plate waste studies.
15. Recipe development and standardization.
16. Complete sensory evaluation on convenience items/developed recipes. Include the cost and nutritional analysis of these products.
17. Review plating guides and procedures for an AFD system.

c. Temple Site Manager, Nutrition and Food Services (3-4 days). Wear professional attire. Examples of what you will be doing include:

1. Attend administrative executive meetings.
2. General overview of the service (mission statement, organizations/functional structure, staffing standards, and the role of the Site Manager)
3. Position descriptions, task lists, and performance evaluation system.
4. Disciplinary actions, unions, and EEO.
5. Recruitment and interviewing.

d. Administrative Dietitian, Nutrition and Food Services (4-5 days).
Examples of what you will be doing include:

1. Develop a new recipe, standardize, cost out.
2. Complete a sensory evaluation on developed recipe, along with at least one convenience item. Include the cost and nutritional analysis of these products.
3. Become familiar with food safety and sanitation requirements of the facility and the components of a food safety program based on the HACCP System for hospital food service. Be able to verbalize key concepts.
4. Attend Nutrition and Food Services Safety/Sanitation meeting and discuss any inspection reports completed.

e. Employee Development/Food Service System Dietitian (4-5 days)
Wear professional attire. Examples of what you will be doing include:

1. Prepare lesson plans for employee classes.
2. Develop teaching aids.
3. Conduct in-services and/or on-the-job training for foodservice staff (you may be videotaped).
4. Record employee training and/or compile training reports as needed.
5. Prepare/revise new employee orientation materials.
6. Collect data for evaluative studies as needed.
7. Write competencies for an assigned position.
8. Work with the DCC for one day to participate in the nutrition screening process and to learn about the diet changes and tray tickets.

f. Program Manager for DRRTP (0-2 days)
   Examples of what you will be doing include:
   1. Observation of meal production and service at DRRTP.
   2. Observation of resident appointments by DRRTP Dietitian.
   3. Attend scheduled meetings or classes with DRRTP Dietitian or designee.
   4. Review of ADP management computer packages utilized by DRRTP Dietitian. Get briefing on menu coding, tray ticket maintenance, etc.
   5. Assist in the meal preparation and service of one meal at DRRTP.

g. Waco Site Manager, Nutrition and Food Services (0-2 days).
   Wear professional dress. Examples of what you will be doing include:
   1. Observe Waco food service operation and discuss differences between Temple and Waco sites with Waco Site Manager.
   3. Attend scheduled meetings with Waco Site Manager.
   4. Provide inservice or training for Waco employees as assigned.
   5. Complete data collection or brief project as assigned by Waco Site Manager.

IV. ROTATION PROJECTS/ASSIGNMENTS

a. Complete the open-book test provided in the general orientation.
b. Complete TMS course 23273- Food Safety and Defense: Front Line Staff.
c. Review and be familiar with the current food code and NFS food safety policies and procedures and monitoring systems in place. Formulate a Food Safety Management System for the NFS food service and production operations for Bldg. 163 Kitchen based on HACCP principles. Conduct a verification and validation study of the food safety program and systems in place for the food-service and production operations in Bldg. 163 kitchen. List any deviations or violations which could lead to a food safety hazard. Prepare an action plan to be discussed with the Administrative Dietitian at the end of the 1st week and present at the 2nd or 3rd Operational Meeting.
d. Carry out a safety and sanitation checklist inspection of the entire kitchen. (at least 2 inspections). Prepare to be discussed in the 1st and 3rd Operational Meeting or FSS weekly meeting during rotation.
e. Conduct 1 literature search. Prepare to provide a copy of the article and brief summary.
f. Teach employee classes as assigned or do OJT as assigned.
g. Develop interview questions for a specific position assigned.

NOTE: Projects/assignments (f) and (g) will be assigned as needed.

V. EVALUATION

a. Turn in assignments from Section IV as they are completed. Expect feedback throughout the rotation. Observe due dates!! Be prepared to re-do unacceptable work.
b. An informal evaluation will be done on a weekly basis. All assignments should be completed and handed in prior to the last day of the rotation. Employee Development/Food Service System Dietitian will complete final evaluation, with input from all administrative dietitians.
c. Give evaluator a set of evaluation sheets the Monday of your last week’s rotation.
d. Complete and prepare to discuss your self-evaluation at the scheduled evaluation time.
e. Submit completed evaluation forms and written rotation assignments to the Internship Director no later than one week from the last day of the rotation.

VI. READING LIST

Intern should review the Food Service Administration folder located in the Y: drive (Y:\N&FS\NFS_ADMIN\T-OUTPT\Interns & projects\Food Service Administration). Prior rotation, intern should review the Food Code, “Nutrition and food Services Infection Control Policy, 120-21”, located on “Y” drive (Y:/N&FS/POLICIES AND PROCEDURES), VHA Handbook 1109.04 Food Service Management Program and VHA Handbook 1109.03 Nutrition & Food Service Safety. Intern should review the NFS VA Sharepoint site located in the CTXVHCS webpage: http://vaww.centraltexas.va.gov/.
Central Texas Veterans' Healthcare System

Location: Domiciliary Temple, TX
Duration: 80 hours

Goals:
To understand that many facilities now have one dietitian covering all facets of nutrition including the management of food production and the nutritional clinical needs of the residents of the facility as well as providing outpatient education.

I. ROTATION PREPARATION:

A. Contact the dietitian during the week prior to the first day of the rotation to make necessary arrangements.

B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotations may focus on providing emphasis in that area.

C. Wear professional dress and lab coat in the office. Wear comfortable shoes in the DOM kitchen. Be sure to conform to departmental dress codes in the DOM kitchen: hair net or visor, no nail polish, excessive jewelry, or make-up.

II. ROTATION RESPONSIBILITIES/ROUTINE DUTIES:

A. Orientation to the Domiciliary/Domiciliary, Kitchen/Domiciliary, Nutrition Clinic (Will orientate to N&FS in 163 if Administrative Rotation not completed yet)
   a. Perform walk-through inspection in the morning and review shipping sheets to identify any production problems
   b. Understand the different programs in the Dom.
   c. Observe and work in the Dom kitchen.
   d. Understand how the RD's administrative and clinical roles are meshed together.
   e. Understand the Dom's method for making nutrition appointments for the residents.
   f. Understand procedure for ordering and distributing nourishments for Dom patients.
   g. Provide other educational opportunities as assigned.
III. **ROTATION PROJECTS/ASSIGNMENTS**

A. Attend meetings/staff meetings with preceptor as appropriate.

B. Perform AM inspections and review shipping sheets. Assure proper rotation of bread and milk.

C. Post current day’s menu on white board.

D. Conduct the nutrition component of patient orientation. (Wednesday@10:45)

E. Screen new admissions to the DOM using the Nutrition Screening Dom form and write note on each new admission.

F. Teach Nutrition Classes-Lipid Class, MOVE! Information Class(Weight Management), Eating for Wellness (general) and/or Eating for Wellness (Diabetes emphasis)

G. Create and put up bulletin board in dining room or hallway on pertinent Nutrition topic

H. Teach employee training classes as assigned.

I. Provide nutrition care and education for patients. Develop nutrition care goals and plans. Write progress notes on assigned patients.

J. Perform plate waste study as assigned.

K. Perform quality control measures:
   a. Observe and record food temperatures
   b. Check serving line, refrigerator and freezer temperatures at noon meal.

L. Perform a Patient Satisfaction Survey and tabulate the results.

M. Other projects may be assigned as needed.

IV. **EVALUATION**

A. Evaluations will be conducted on the last day of the rotation