



April 18, 2019

MEMORANDUM

TO: Title III & VI Cooks
Invited Guests and Speakers

FROM: Maria Dadgar, MBA, ITCA Executive Director *MD*

SUBJECT: ServSafe | Title III & VI Cook's Training Announcement

The Inter Tribal Council of Arizona, Inc., Area Agency on Aging, Region 8, will be hosting a ServSafe Training on **Wednesday, May 22 & Thursday, May 23, 2019**. The meeting information is listed below:

- Where: Inter Tribal Council of Arizona, Inc.
2214 North Central Avenue, Phoenix, AZ 85004
- What: ServSafe Training - See attached agenda for meeting items
- Who: Title III & VI Cooks & ITCA-AAA Staff

In order to attend the training, please complete the registration form and return to Heidi Robertson via email (Heidi.Robertson@itcaonline.com) by Wednesday, May 1, 2019. Due to the capacity of the training center, the first 20 cooks to submit their registration form will be signed up for the training. Priority will be given to those Tribes with Title III or VI congregate or home delivered meal services.

Please contact me, or Ms. Heidi Robertson, Nutrition/Program Analyst, at (602) 258-4822 if you have questions. Thank you for your attention on this matter.

Enclosure: ServSafe Tentative Agenda
ServSafe Training Registration Form

- Ak-Chin Indian Community
- Cocopah Indian Tribe
- Colorado River Indian Tribes
- Fort McDowell Yavapai Nation
- Fort Mojave Indian Tribe
- Gila River Indian Community
- Havasupai Tribe
- Hopi Tribe
- Hualapai Tribe
- Kaibab Band of Paiute Indians
- Pascua Yaqui Tribe
- Pueblo of Zuni
- Quechan Tribe
- Salt River Pima-Maricopa Indian Community
- San Carlos Apache Tribe
- San Juan Southern Paiute Tribe
- Tohono O'odham Nation
- Tonto Apache Tribe
- White Mountain Apache Tribe
- Yavapai-Apache Nation
- Yavapai-Prescott Indian Tribe



Tentative Agenda

Day 1: Wednesday, May 22, 2019

<u>Time</u>	<u>Topic of Discussion</u>	<u>Designated Staff</u>
9:00 AM	<i>Welcome & Introductions</i>	
	Contamination & Food Safety	
9:30 AM	<ul style="list-style-type: none"> • Forms of Contamination • Responding to Contamination • Preventing Contamination • Hygiene & Handwashing • Food Recall Databases • Food Purchasing & Receiving 	Heidi Robertson Nutrition/Program Analyst
	Food Preparation & Service	
11:00 AM	<ul style="list-style-type: none"> • Monitor Time & Temperature • Safe Cooking Practices • Safe Cooling Practices • Holding Food 	Heidi Robertson Nutrition/Program Analyst
12:00 PM	<i>Working Lunch</i>	
	Group Work	
1:00 PM	<ul style="list-style-type: none"> • Discuss Food Safety Case Studies 	
1:30 PM	Test Taking Strategies	
	<ul style="list-style-type: none"> • Multiple Choice Strategies • Reading & Understanding Difficult Questions • Identifying Key Words • Overcoming Test Pressure • Memorization Techniques 	ITCA – AAA Staff
2:30 PM	Group Test Taking	
	<ul style="list-style-type: none"> • Hands on Practice 	
	Training Wrap Up	
3:30 PM	<ul style="list-style-type: none"> • Questions & Answer Period • Discuss Day 2 Training 	Heidi Robertson Nutrition/Program Analyst
4:00 PM	<i>Meeting Adjourned</i>	



Tentative Agenda

Day 2: Thursday, May 23, 2019

<u>Time</u>	<u>Topic of Discussion</u>	<u>Designated Staff</u>
8:00 AM	Overview of ServSafe Manual <ul style="list-style-type: none"> • Providing Safe Food • Forms of Contamination • The Safe Food Handler • The Flow of Food • Food Safety Management Systems • Safe Facilities & Pest Management • Cleaning & Sanitizing 	Nutri-Rific Trainer
12:00 PM	<i>Working Lunch</i>	
1:00 PM	Take Servsafe Test	
2:00 PM	<i>Training Adjourned</i>	



ServSafe | Title III & VI Cooks' Training Registration Form



In order to attend the ServSafe Training on Tuesday, May 21, 2019; please email the registration and waiver forms to Heidi.Robertson@itcaonline.com by Wednesday, May 1, 2019.

Name: _____ **Date:** _____

Position/Title: _____

Tribe: _____

Senior Center: _____

Phone Number: _____

Mailing Address: _____

Photography Disclaimer: By virtue of my signature, I grant full permission to ITCA-AAA, Region 8, to use any photographic image or likeness taken of me during the Title III DAARS Training for any future publications, without obligation or liability to me.

Participant Name: _____ **Date:** _____

Participant Signature: _____

**Application Approved by
Program Director:** _____