

Preparing for the NSA 2 Exam: Check Your Knowledge!

This is an optional self-assessment tool to help you prepare for the NSA2 exam. It does not guarantee success or failure of the Civil Service exam, interview, or job performance. This tool does not guarantee employment, transfer, or promotion. It will help you check your knowledge! We recommend you use this tool before, during, and after you study for your upcoming exam. Please refer to the study guide for more information.

Good luck!

1. If you are serving pinto beans at lunch, you may count this food as either a _____ or _____.
2. Which of the following is not allowed on a gluten-free menu:
 - A. Potatoes
 - B. Gravy
 - C. Rice
 - D. Broccoli
3. The intention of Child Nutrition Programs is to reach all students, including those with special needs. The National School Lunch Program and School Breakfast Program regulations require that students with disabilities have appropriate menu substitutions. In order for a student to receive a menu substitution due to special needs, the parent must provide a physician's statement with _____, _____, _____, and _____.
4. A bag of carrots contains 40 servings. If you use 3.5 bags of carrots on the All You Care To Eat Choice Bar during the lunch period, how many servings of carrots did you prepare?
5. A _____ is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service.
 - A. Production Record
 - B. Food Buying Guide
 - C. Nutrient Analysis
6. A case of orange juice contains 100 individual servings. You are placing an order for the next 2 days. You have 1 case plus 27 individual servings in your inventory. How many more cases do you need to order if you usually serve 250 individual servings per day?
 - A. One (1)
 - B. Two (2)
 - C. Three (3)
 - D. Four (4)

7. The best way to prevent the transfer of a virus to food is with _____.
8. Chemicals must be stored away from the food preparation areas.
 - A. True
 - B. False
9. What must a food handler with an infected hand wound do to work safely with food?
 - A. Cover the wound with an impermeable cover and wear a single-use glove
 - B. Avoid working with raw food until the wound is completely dry
 - C. Place a bandage on the wound
 - D. Apply hand sanitizer to the wound
10. Assume that all ground beef and lettuce will be stored in the same refrigerator, which of these foods should be stored on the topmost shelf?
11. What is the first step of cleaning and sanitizing stationary equipment?
 - A. Take off removable parts
 - B. Unplug the unit
 - C. Spray the surface with cleanser
 - D. Wash the equipment surface using hot water
12. FIFO is the acronym that stands for First In, First Out. Under FIFO,
 - A. You ensure you are always serving food in the freshest and safest way by serving the oldest items first.
 - B. You are not required to rotate food.
 - C. The inventory valuation is an estimate based on current and future price targets.
 - D. Rotate canned food items on a monthly basis.
13. If you right click on an icon or object, what usually happens?
14. Download is _____.
15. What is the best way for a manager to reduce inventory?
 - A. Prepare a very large meal.
 - B. Use food and supplies from inventory rather than continuing to purchase new items.
 - C. Store the inventory for a later date.
16. Ingredients should always be measured in _____.
17. Which of the following is correct?
 - A. 4 pints= 2 quarts
 - B. 8 ounces= 1 pound
 - C. 4 tablespoons= 1 cup
 - D. 3 teaspoons= 1 tablespoon

18. Using less ground beef than the recipe calls for can cause the following problems:
- A. Fewer or smaller portions would result.
 - B. The end product would still be eligible for USDA reimbursement.
 - C. The staff would have extra time to clean the kitchen.
 - D. All of the above.
19. You should taste and visually inspect all food prior to service.
- A. True
 - B. False
20. Hunger has a measurable impact on children, hindering overall growth, development, and health. In the school setting, hunger contributes to a number of challenges, including a lack of concentration, trouble paying attention, slower recall, hyperactivity, and emotional and behavioral difficulties.
- A. True
 - B. False
21. Children who experience food insecurities are more likely to _____, _____, _____, and _____.
22. The ABCD format of service recovery reminds associates they should “C”:
- A. Use a caring attitude to show compassion and empathy to the customer.
 - B. Convince the customer to submit their complaint in writing before proceeding.
 - C. Classify the issue as a personnel, procedure, or policy concern.
 - D. Count to ten if the customer gets angry.
23. An employee is normally scheduled to work 6 hours per day. Their actual hours for the 2-week pay period are as follows:

	Week 1	Week 2
Monday	6 hours	6 hours
Tuesday	6 hours	6 hours
Wednesday	6 hours, 30 minutes	6 hours
Thursday	6 hours, 45 minutes	6 hours
Friday	6 hours, 30 minutes	6 hours

How many total hours did the employee work during Week 1?

24. An employee is paid \$15.00 per hour. They are paid 1.5 times their hourly rate for overtime. If an employee works 42.50 hours, what are their total wages for the week?
- A. \$637.50
 - B. \$656.25
 - C. \$956.25

25. Direct certification (DCRT) is the automatic enrollment process for students that are homeless, runaway, migrant and/or foster care. These students do not have to complete an Application for Free or Reduced-price lunch form to _____.
26. What is Offer Versus Serve?
27. All meals must provide five components: fruit, vegetables, meat/meat alternatives, grains and milk. Schools receive reimbursement for every reimbursable meal sold, regardless of a student's eligibility. A reimbursable meal must include _____ and _____.
28. The National School Lunch Program, Summer Food Service Program, and Child and Adult Care Food Program are just a few of the Child Nutrition Programs designed to help students receive the nutritious meals they need. Each of these programs operates under their own set of requirements, rules and regulations.
- A. True
 - B. False
29. Threats of danger can trigger:
- A. Courage response
 - B. Fight, Flight or Freeze response
 - C. Sympathy response
 - D. Universal response
30. List the measures that create a good climate for students.

Answer Key

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| <ol style="list-style-type: none">1. Meat alternative, vegetable2. B3. the student's disability, why the disability affects the student's diet, major life activity affected by the disability, and food or foods to be omitted from the student's diet and the appropriate substitutions.4. 1405. A6. D7. Proper hand washing.8. A9. A10. Lettuce11. B12. A13. A list of various actions appears14. The process of transferring data from a remote source, such as the internet, onto your computer.15. B | <ol style="list-style-type: none">16. The largest appropriate container17. D18. A19. A20. A21. Exhibit behavioral issues, lack of focus, impaired judgement, and social issues at school.22. A23. 31.75 hours24. B25. Qualify for free meals.26. The concept that applies to menu planning and meal service, which allows students to decline some of the food offered in a reimbursable meal.27. At least ½ cup fruit or vegetable, at least two other components.28. A29. B30. Building relationships with students; using rituals and routines; consistently being aware of tone, volume and cadence. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Score:



30



100



Number

Number of

Correct

Questions

Your score!

Preparing for the NSA 2 Exam: Study Guide

Structure: The exam assesses competency for ten functional areas that encompass responsibilities of Nutrition Services Assistant 2 (NSA 2).

1. Nutrition and Menus
2. Math and Finances
3. Sanitation, Safety and Security
4. Facilities, Technology and Equipment
5. Purchasing and Inventory
6. Culinary Arts, Food Preparation and Service
7. Communication and Customer Service
8. Human Resources
9. Child Nutrition Programs
10. Positive Behavioral Interventions and Support

Recommended Study Tools:

- Employee Engagement Through Positive Leadership SMILE School (reference manual)
- ServSafe Study Guide
- Institute for Child Nutrition Resource Center Online Courses:
 - *Weights and Measures*
 - *Managing Food Allergies in SNPs*
- Office of College and Career Readiness: Department of School Climate & Support (Positive Behavioral Interventions and Supports Power Point presentation)
- The National School Lunch Program Fact Sheet by The United States Department of Agriculture
- Saint Paul Public Schools Wellness Policy #533.0
- Saint Paul Public Schools Unpaid Meal Charge Policy #TBD

Other Recommendations:

- Begin preparing for the exam as soon as possible.
- Review the content/knowledge areas and use the recommended study tools to prepare for the exam.
- Plan in-depth study and preparation for those content/knowledge areas that are less familiar.
- Attend the voluntary classes offered by NS to gain additional knowledge of culinary techniques.
- Form a study group with other exam candidates in the area. Interacting with other exam candidates and discussing the content outline of the exam can be helpful.
- Contact Saint Paul Public Schools Human Resources for more information on the Civil Service Rules and/or hiring process.