
PROFESSIONAL STANDARDS

CHILD AND ADULT NUTRITION SERVICES

SEPTEMBER 2021



Welcome to the Child and Adult Nutrition Services Webinar on Professional Standards.

VIRTUAL HOUSEKEEPING

1. Change name in Zoom to First Name and Last Name so we know who is here
 - a. Right click on your name in the video view or in the participant pane
 - b. Click “rename”
 - c. Change your name to include yourself and anyone who may be with you
2. Use chat or unmute if you have questions

Let's first take care of a couple of virtual housekeeping items. Please start by changing your name in Zoom if needed. Right click on your name in the video view or in the participant pane and click Rename. Please change to your first and last name, and anyone else who may be with you.

You may unmute your line or use the chat box to ask questions.

PROFESSIONAL STANDARDS REGULATION

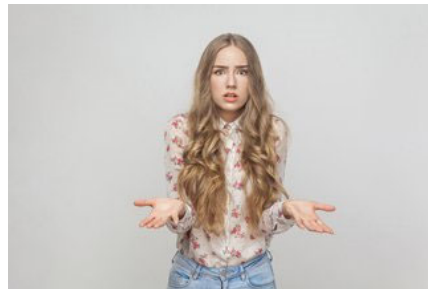
1. Sets minimum standards for:
 - a. Hiring for School Nutrition Directors
 - b. Annual training requirements for all school nutrition staff



Professional Standards regulation sets minimum standards for the hiring of school food service directors and sets minimum requirements for annual training for all school nutrition staff. We will talk more later about the specific requirements for hiring food service directors and the training requirements for all kitchen staff.

WHY REQUIREMENTS?

- To ensure school nutrition personnel have the knowledge and skills to manage and operate programs correctly and successfully
- As you know, it takes more than great cooking skills to run the School Nutrition Programs!



The purpose of professional standard requirements is to ensure that the school nutrition personnel involved in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.

As you know, it takes more than great cooking skills to run the School Nutrition Programs! And that is why we have the professional standard requirements.

POLL



The Professional Standards Regulations apply to all staff working in the kitchen in one way or another.

True

False



HIRING STANDARDS

FOR NEW SCHOOL NUTRITION DIRECTORS



Now we will discuss the Hiring Standards, which are required for all new school nutrition directors.

HIRING REQUIREMENTS

- New directors hired on or after July 1, 2015, must meet the hiring requirements
 - Existing directors are grandfathered into their current positions
- Hiring requirements are broken down based on student enrollment
- [USDA Memo SP05-2020](#)



New directors hired on or after July 1, 2015, must meet the hiring requirements. Directors in their position prior to that date are grandfathered in. However, if a FSD quits at one school and is hired at another, they must then meet the hiring requirements at that time.

Hiring requirements are broken down based on student enrollment. We will cover these requirements more in depth in the upcoming slides.

More information on hiring requirements can be found in Memo SP05-2020.

HIRING REQUIREMENTS – 10,000 OR MORE

- Bachelor's degree, or equivalent educational experience with academic major in specific areas* **OR**
- Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors **OR**
- Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs

**Specific majors/areas of concentration: Food & Nutrition, Food Service Management, Dietetics, Family & Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a Related Field.*

For districts with enrollment over 10,000 students, the hiring requirements for a new school nutrition director requires the applicant to possess a Bachelor's degree, or equivalent educational experience with academic major in specific areas.

These specific majors or areas of concentration would be in:

- food & nutrition
- food service management
- dietetics
- family & consumer sciences
- nutrition education
- culinary arts
- business
- or a related field

Or the new school nutrition director is required to possess a Bachelor's degree in any academic major and state-recognized certificate.

Or a Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.

HIRING REQUIREMENTS – 2,500-9,999

- Bachelor's degree, or equivalent educational experience with academic major in specific areas* **OR**
- Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors **OR**
- Associate's degree or equivalent educational experience with academic majors in specific areas* and at least 2 years of relevant school nutrition program experience

****Specific majors/areas of concentration:** Food & Nutrition, Food Service Management, Dietetics, Family & Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a Related Field.*

For districts with enrollment between 2,500 to 9,999 students, the new school nutrition director would need to possess a Bachelor's degree, or equivalent educational experience with academic major in specific areas, which would include the same areas mentioned on the previous slide.

Or they must possess a Bachelor's degree in any academic major and a state-recognized certificate for school nutrition directors, or an Associate's degree or equivalent educational experience, with academic majors in specific areas, and at least 2 years of relevant school nutrition program experience.

HIRING REQUIREMENTS – 2,499 OR FEWER

- Bachelor's degree or equivalent educational experience with academic major in specific areas* **OR**
- Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors, or at least 1 year experience of relevant food service experience **OR**
- Associate's degree or equivalent educational experience with academic major in specific areas* and at least 1 year of relevant food service experience **OR**
- High school diploma or GED and at least 3 years relevant experience in food service

For districts with a student enrollment of 2,499 or less, the new school nutrition director must have a Bachelor's degree or equivalent educational experience, with academic major in specific areas – the same areas as mentioned previously.

Or a Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors, or at least 1 year experience of relevant food service experience.

Or an Associate's degree or equivalent educational experience with academic major in specific areas and at least 1 year of relevant food service experience.

Or a High School Diploma (or GED) and at least 3 years relevant experience in food service.

HIRING REQUIREMENTS – 2,499 OR FEWER

- Required to have relevant food service experience; does not have to be school nutrition
- May consider documented volunteer or unpaid work as relevant experience
- Can accept less than required years when an applicant meets the minimum required education
 - 500 or fewer students only

New school nutrition program directors at schools with 2,499 or fewer students are required to have relevant food service experience rather than school nutrition specific program experience.

State agencies may consider documented volunteer or unpaid work as relevant experience for new school nutrition program directors in districts with 2,499 or fewer students.

State agencies are also allowed the discretion to accept less than the required years of food service experience when an applicant for a new director position in a district with fewer than 500 students meets the minimum required education.

HIRING REQUIREMENTS – FEWER THAN 500

- Can approve the hiring of a director that meets the educational standards but has less than 3 years of experience
- Schools must contact the CANS Office if this happens
 - We will have you submit a Request to Hire Form that asks for specific information
- Corrective Action Plan
- Can pay salary out of food service account



For very small districts with fewer than 500 students, the CANS office has discretion to approve the hiring of a director that has a high school diploma but less than three years of experience.

Districts must contact the State agency as soon as possible if this situations occurs.

You will be asked for the following information

- name of applicant
- applicants' education level
- relevant school nutrition program experience or food service experience
- date of food safety training, which must be a minimum of 8 hours, or date of planned food safety training within 30 days of hire
- a description of hiring process or how you announced and advertised
- a description of why this applicant was the best choice out of the other applicants.

We will work with you to create a corrective action plan to ensure this person receives the proper training and can be approved as the food service director.

You are allowed to pay the salary of the applicant out of the food service account once hired, while they work on the corrective action plan.

POLL



Hiring Requirements only apply to Food Service Directors.

True

False



TRAINING REQUIREMENTS

FOR SCHOOL NUTRITION EMPLOYEES



Now we will discuss the training standards, which are required for all school nutrition employees.

ANNUAL TRAINING REQUIREMENTS

- Directors – 12 hours annually
- Managers – 10 hours annually
- Full-time (20 hours or fewer weekly) – 6 hours annually
- Part-time – 4 hours annually
- Other staff – job specific

School Nutrition Program Directors must have 8 hours of food safety training every 5 years.

The annual training requirements are:

12 hours of training annually for directors.

Managers need 10 hours of training annually.

Full-time staff are required to have 6 hours of training annually.

Part-time staff (Those who work 20 or fewer hours a week) are required to have 4 hours annually.

Other staff are required to have job-specific training.

Directors are also required to have at least 8 hours of food safety training every 5 years.

Please remember that ServSafe is a fantastic way to get the 8 hours of food safety training required. However, ServSafe is not required. School directors can also obtain 8 hours of food safety training from other sources if needed. For example, The Institute of Child Nutrition has a fantastic 8-hour food safety course that FSD can take if they cannot get into a Serv Safe class before their training expires.

POSITION DEFINITIONS ≠ JOB TITLES

- Position Descriptions under Professional Standards do not always match job titles at the school
- School Nutrition Program Directors
 - Person(s) directly responsible for the management of the day-to-day operations for all schools in the district
- School Nutrition Program Managers
 - Person(s) directly responsible for the management of day-to-day operations at participating school(s)

Position Descriptions under Professional Standards do not always match job titles at the school.

School nutrition program directors are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority. For example, a district with 5 different school buildings may have one food service director overseeing all the schools, which may have food service managers located in each building.

School nutrition program managers are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s) within the district.

Be sure to consider the tasks that an employee is responsible for, rather than a job title of an employee.

A job description template can be found on the Institute of Child Nutrition webpage.

SHARED ROLES

- Sometimes Schools have people who share roles within the program – so, then what?
 - The person who plans, administers, implements, monitors, evaluates all aspects of the program is the director
- Duties include:
 - sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement/purchasing, financial mgt & recordkeeping, program accountability and more

If the school nutrition program director role is shared between multiple people, for example, the Business Manager, Administrative Assistant, Principal, etc., the individual that plans, administers, implements, monitors, and evaluates all aspects of the program is considered the school nutrition program director. Program director duties may include sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement and purchasing, financial management and recordkeeping, program accountability, and more.

Only the person who performs most of the SNP duties must meet the training standards for program directors. Keep in mind, this person must also meet the hiring requirements mentioned earlier in the presentation!

FOOD SERVICE MANAGEMENT COMPANIES

- Annual training requirements apply to FSMC employees at the school and the school FSD
- Schools with FSMC typically have two Food Service Directors
 - FSMC Food Service Director
 - School Food Service Director
- The school must maintain documentation for FSMC compliance

Annual training requirements apply to FSMC employees at the school, as well as the school food service director.

Schools with an FSMC typically have two Food Service Directors. One that is employee by the FSMC and one that is employed by the school. Typically, the

FSMC FSD conducts all planning and other aspects of the school nutrition program. The school FSD typically oversees the contract with the FSMC. We still encourage the school FSD to have enough knowledge about the program to ensure the FSMC is doing their job and doing it correctly. Keep in mind that if we visit for a review and there is fiscal action related to a menu, the funds are taken from the school, not from the FSMC.

The school FSD must meet all hiring and training requirements including 8 hours of food safety training every 5 years.

The school must also maintain documentation for FSMC compliance.

For more information about this, see memo SP05-2020, numbers 53-55.

OTHER STAFF

- Other staff that may fall under the Professional Standards requirements:
 - Custodian – if they help prepare or serve food
 - Food Delivery Drivers – if they monitor the refrigeration, food temps, inventory/delivery sheets
 - Business manager approving free and reduced-price applications all year long
 - Point of Service

These positions would need to fill the 4 hours of required annual training

Here are some examples of other staff who may require training based on the professional standards requirements.

Custodians or food delivery drivers that play a role in preparation and serving of food, or monitoring refrigeration, food temps, and

inventory sheets would fall into the professional standards requirement. A business manager who completes free and reduced-price meal applications throughout the entire school year would also be considered a part-time position with food service. Another example is your point of service person-if you have the same person typically sit at your point of serviced, they would also be considered part-time and require a minimum of 4 hours of training annually.

EXEMPT STAFF

Volunteers are not required to follow professional standards requirements
UNLESS:

- They have an impact on food safety or a greater responsibility in SNP operations
- Staff that provide support but not involved in the operation of SNP
 - Custodian

Volunteers who have minimal responsibilities in the program are exempt from professional standards requirements. Additionally, support staff (like a custodian) that are not involved in the operation, preparation, or service of the program would also be exempt.

We talked about custodians in the last slide as well, so it just depends on the duties they have related to the program.

EXEMPT STAFF CONT.

- Office staff that helps process free and reduced-price meal applications or provide other SNP support for a short time
 - Helping throughout the entire school year would require professional standards be followed
- Temporary, substitute, acting: if these positions are for a very limited time, they are exempt
 - If these positions are year-long, they would require professional standards be met

Office staff processing meal applications or providing other school nutrition support for a short time would be exempt. However, if this person helps process applications throughout the entire school year, as previously mentioned, professional standards need to be followed.

Temporary or substitute employees are exempt from the professional standards requirements. However, if this employee becomes permanent to the position, or runs for a long time during the school year, they must comply with requirements.

KEY LEARNING AREAS

- All training must fit into these categories
 - Nutrition – 1000
 - Operations – 2000
 - Administration – 3000
 - Communications & Marketing – 4000
- Training should focus on day-to-day management and operation
- Training must be job-specific and intended to help employees perform duties well

Training hours to be counted toward the annual training requirement must fit into any one of these categories:

- Nutrition - 1000
- Operations - 2000
- Administration - 3000
- Communications & Marketing - 4000

Training should focus on day-to-day management and operation of the school nutrition programs. Training must also be job-specific and intended to help employees perform their duties.

For example, the 8 hours of food safety training a FSD needs every 5 years would count as 8 hours of training during the year they acquire that training. You may have a beginning of the year training day that includes many topics-be sure to only include the ones that relate to food service and fit into the categories mentioned above.

TRAINING THAT DOES NOT COUNT

- Security Procedures
- Building Operations
- Motivational Speaker Lectures
- Board Meeting Or Other Types Of Meetings
- Advocacy Discussions
- SNA or ACDA Leadership

There are certain things that you cannot count toward your annual training requirements.

Some examples of trainings that may be beneficial but do not count would include security procedures, building operations, motivational speaker

lectures, board meetings or other types of meetings, advocacy discussions or SNA and ACDA leadership.

HOW TO OBTAIN TRAINING HOURS

- In-person, Conferences, Classes
- Live, Pre-recorded
- USDA Professional Standards webpage: <http://professionalstandards.fns.usda.gov/>
- Institute of Child Nutrition: www.theicn.org
- CANS and CANS/SNP Webpages: <http://doe.sd.gov/cans>; <https://doe.sd.gov/cans/snp.aspx>

SFAs can obtain training hours in many ways.

A great resource is the database of training options at the USDA Professional Standards webpage. On this webpage, training is available in a variety of formats and from different

sources.

Additionally, the Institute of Child Nutrition has many courses available.

Also, the CANS webpage features various webinars and training opportunities.

You can also count time spent in on-site trainings, such as a conferences.

Providing and receiving local training on various topics such as Food Safety, Point of Service, or meal pattern from a local supervisor is also countable.

DOCUMENTATION

- Employee Name
- Date of Training
- Length of Training (minimum 15 minutes)
- Training Topic Area
- Total Number of Training Hours



Upon completing training, SFAs must track completed training hours. Things to track would include:

- Employee name
- Date of training
- Length of training
- Training Topic Area

A simple spreadsheet or organization of paperwork would meet requirements. Remember that CANS has a professional standards template on our website that you can use to log all training for all kitchen employees. It contains all the required elements that must be tracked.

Keep certificates provided from online trainings and in-person trainings as documentation for training.

POLL



How many training hours are Food Service Directors required to reach each year?

- 4
- 6
- 10
- 12**



VERIFICATION PROCESS
PROFESSIONAL STANDARDS TRAINING CREDIT

This training credits as 30 minutes of training in

Key Area: 3000 Administration

3430: Training Plans & Tracking

Name:

Date of Training:

THANK YOU FOR ATTENDING!

- Contact CANS with any questions
 - 605-773-3413
 - DOE.SchoolLunch@state.sd.us
- Please submit the evaluation survey!
<https://www.surveymonkey.com/r/KBN2927>
- Unmute or enter questions in the chat box!