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# PROFESSIONAL STANDARDS

FOR SCHOOL NUTRITION PROGRAM EMPLOYEES



Welcome.

# REGULATION

- Healthy, Hunger-Free Kids Act of 2010
  - 7 CFR 210.30 established school nutrition program professional standards
    - Hiring Standards
    - Annual Training Hours



The USDA established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs with the Healthy, Hunger Free Kids Act of 2010.

The standards set minimum hiring standards for new state and local school nutrition directors as well as annual training standards for all school nutrition professionals.

We will discuss hiring standards and annual training hours as they are defined under the regulation 7 CFR 210.30.



## HIRING STANDARDS



As we discuss professional standards hiring and training standards, we will be using South Dakota's Professional Standards Handout. It has hiring standards outlined on one side and training hours on the other.

## HIRING STANDARDS

### ■ **School Nutrition Director**

The person responsible for planning, administering, implementing, monitoring, and evaluating all district-wide aspects of school nutrition programs.

- Self operated LEAs usually have one director
- LEAs with a Food Service Management Contract have two directors

Let's look first at hiring standards that apply to school nutrition directors. A school nutrition director is the person who is responsible for planning, administering, implementing and monitoring and evaluating all aspects of school nutrition programs. Self- operated LEAs usually have one director, while LEAS with a FSMC have two directors.

## HIRING STANDARDS

- Directors hired after July 1, 2015 must meet new hiring requirements
- Existing directors are grandfathered in their current positions

If you are a director who has been employed at your current school since July 1, 2015 then you do not need to meet new hiring requirements.

Any director hired after July 1, 2015 will need to meet hiring requirements.

## HIRING STANDARDS

- Hiring requirements for school nutrition directors is based on student enrollment
  - 10,000 students or more
  - 2,500 – 9,999 students
  - 2,499 students or less
  - 500 students or less

Hiring requirements for school nutrition directors is based on student enrollment. There are four enrollment levels.

School nutrition program directors need to meet education and experience requirements for each range of student enrollment.

## HIRING STANDARDS

### Enrollment

10,000 Students  
or more

Must have one of the following:

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

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

**OR** the new school nutrition director is required to possess a 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.

## HIRING STANDARDS

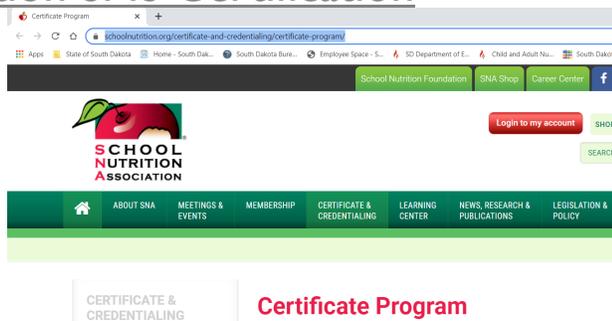
### **\*Specific areas of academic majors**

- Food and nutrition
- Food service management
- Dietetics
- Family and Consumer Sciences
- Nutrition Education
- Culinary Arts
- Business or a related field

What are specific areas of academic majors?

*Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.*

- State recognized certificate
- School Nutrition Association SNS Certification



The hiring standards also mentioned a state recognized certificate. South Dakota recognizes the School Nutrition Association School Nutrition Specialist (SNS) Certification process.

An SNS certificate means the person has passed the School Nutrition Specialist exam and demonstrated the knowledge and competencies necessary to manage school nutrition programs.

The certificate and bachelor's degree is one of the possibilities for school nutrition program directors to meet hiring standards.

## HIRING STANDARDS

**Enrollment**  
2,500 – 9,999  
Students

Must have one of the following:

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

For a Student 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 again would be in *Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.*

**OR** they need to possess a Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors or a bachelors with 2 years of experience in school nutrition

**OR** an Associate degree or equivalent educational experience, with academic majors in specific areas\*, and at least 2 years of relevant school nutrition program experience.

# HIRING STANDARDS

## Enrollment

2,499 Students  
or less

Must have one of the following:

- Bachelor's degree, or equivalent educational experience with academic major in specific areas\*
- Bachelor's degree in any academic major and either state-recognized certificate or 1 year of relevant food service experience
- Associate degree or equivalent educational experience within specific areas, and at least 1 year of relevant food service experience
- High School Diploma (or GED) and 3 years of relevant food service experience

For a student enrollment of 2, 499 students or less.

Directors must have a bachelor's degree, or equivalent educational experience with academic major in specific areas\*

Bachelor's degree in any academic major and either [state-recognized certificate](#) or 1 year of relevant food service experience

Associate degree or equivalent educational experience within specific areas, and at least 1 year of relevant food service experience

High School Diploma (or GED) and 3 years of relevant food service experience

## HIRING STANDARDS

### **Relevant foodservice experience**

- Previous foodservice work in the Child and Adult Nutrition Programs  
National School Lunch, School Breakfast Program, the Child and Adult Care Food Program and/or the Summer Food Service Program
- Other foodservice work experience
- Volunteer or unpaid work in foodservice areas that is documented

What is considered relevant foodservice experience?

Previous foodservice work in Child and Adult Nutrition Programs

Other foodservice work experience

Volunteer or unpaid work in foodservice areas that is documented

## HIRING STANDARDS

### Enrollment

500 Students  
or less

Must have one of the following:

- Bachelor's degree, or equivalent educational experience with academic major in specific areas
- Bachelor's degree in any academic major and either state-recognized certificate or 1 year of relevant food service experience
- Associate degree or equivalent educational experience within specific areas, and at least 1 year of relevant food service experience
- High School Diploma (or GED) and 3 years of relevant food service experience

Schools with less than 500 students follow the same education and experience criteria as the 2, 499 students or less category – BUT the South Dakota Department of Education can approve the hire of a director who has a high school diploma with less than 3 years of relevant experience.

# HIRING STANDARDS

Enrollment  
500 Students  
or less

## ■ Request to Hire Form

You will be asked to include a description of the hiring process and include a justification of hiring based on the education and relevant experience of the candidate



Child and Adult Nutrition Services  
600 Governors Drive  
Pierre, SD 57501-2294  
Phone: (605) 773-3413 | Fax: (605) 773-6846

### Request to Hire a School Nutrition Program Director That Does Not Meet Hiring Requirements

The final rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010" established hiring and training standards that became effective July 1, 2015 (7 CFR 210.31). Professional standards are intended to ensure that local school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.

School nutrition directors hired after July 1, 2015 must meet the hiring professional standards. This request form may be completed and submitted by a Local Education Authority (LEA) to request approval to hire a director from Child and Adult Nutrition Services (CANS) for an individual that does not meet the hiring professional standards for program directors.

The LEA is allowed to use the nonprofit school food service account to pay for the salary of a school nutrition program director who does not meet the hiring standards so long as the LEA is complying with the CANS approved plan to ensure the director will meet professional standards hiring requirements.

#### Definitions:

**School Nutrition Director:** The person responsible for planning, administering, implementing, monitoring, and evaluating all district-wide aspects of school nutrition programs. Regardless of size, a self-operated LEA typically has one director. LEA's with a Food Service Management Contract company will have two directors.

**Relevant school nutrition program experience:** Refers to previous work experience in the National School Lunch Program and School Breakfast Program, as well as experience in other child nutrition programs (the Child and Adult Care Food Program and/or the Summer Food Service Program), or experience in food service. Volunteer or unpaid work in food service areas is also considered relevant food service experience if the volunteering or

If you are at a district with less than 500 students and the candidate you're interested in hiring as director has less than 3 years of relevant experience, please contact the CANS office as soon as possible.

You will be required to complete a request to hire form that asks you to describe the hiring process, including why the person is being selected. The form will also identify how the school district plans to help the director meet qualifications through training. Keep in mind that School Nutrition Program Directors who do not meet hiring qualifications are allowed to be paid out of the nonprofit foodservice fund as long as they are in compliance with a State Agency approved plan to ensure the director will meet professional standard requirements.

## HIRING STANDARDS

- All Directors
  - All School Enrollment Levels
- 8 hours of food safety training no more than five years before the start date or within 30 calendar days of start date

Student enrollment helps define the education and experience that school nutrition program directors need.

The only hiring standard that goes across all enrollment levels is food safety. All directors need 8 hours of food safety training no more than five years before the start date or within 30 calendar days of the start date.

The Institute of Child Nutrition has a free, 8-hour food safety course that is available – or managers can also attend an 8 hour ServSafe class.



## ANNUAL TRAINING



## TRAINING

Employee Position	Annual Hours
Director	12
Manager	10
Full Time Staff	6
Part Time Staff (works 20 hours or less a week)	4
Other Staff	As needed

The annual training requirements are based on job responsibility.

12 hours of training annually for directors

Managers need 10 hours of training annually

Part-Time Staff (Those who work 20 hours or less a week) are required to have 6 hours annually

And 4 hours of training are required annually for Other Staff

## POSITION DEFINITIONS

- **School Nutrition Program Directors**

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

- **School Nutrition Program Managers**

individuals **directly responsible for the management of the day-to-day operations** of school food service for a participating school(s)

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### **Position Descriptions under Professional Standards do not always match job titles at the school!**

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

**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.

**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).

A Job Description Template can be found on the Institute of Child Nutrition webpage.  
<http://www.nfsmi.org/ResourceOverview.aspx?ID=161>

## SHARED ROLES IN THE SFA

- **The person who performs the majority of the SNP duties must meet training standards for program directors**
- The Director: plans, administers, implements, monitors and evaluates all aspects of SNP
- Duties include: sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement/ purchasing, financial mgt & recordkeeping, program accountability

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If the school nutrition program (SNP) director role is shared between multiple people (Business Manager, Administrative Assistant, Principal, etc.):

**Only the person who performs the majority of the SNP duties must meet the training standards for program directors.**

The individual that **plans, administers, implements, monitors, and evaluates** all aspects of the SNP is considered the school nutrition program director.

Program director duties: sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement/ purchasing, financial mgt & recordkeeping, program accountability, and more

## FOOD SERVICE MANAGEMENT COMPANIES

- Annual training requirements apply to FSMC employees at the school
- The SFA must maintain documentation for FSMC compliance with this rule

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Annual training requirements apply to Food Service Management Companies (FSMC) employees at the school.

The SFA must maintain documentation for FSMC compliance with this rule.

For more information about this, see memo SP 38-2016 Q 58-61

## POSITION DEFINITIONS

- **School Nutrition Program Staff**

individuals, **without managerial responsibilities, involved in the day-to-day operations** of school food service for a participating school(s)

- Cooks and All Foodservice Staff
- Cashiers
- Dishwashers
- Others involved in meal prep and service, eligibility determination, meal counting, claims and food safety

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**School nutrition program staff** are those individuals, without managerial responsibilities, involved in the day-to-day operations of school food service for a participating school(s).

The school nutrition program staff can include:

- Cooks and All Foodservice Staff

- Cashiers

- Dishwashers

- Others involved in prep and service of school meals

- Staff involved in eligibility determinations

- Staff involved in meal counting and claiming

- Support staff that have an impact on food safety

Janitors 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.

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

## EXEMPT FROM TRAINING

- **Volunteers** are not required to follow professional standard 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 the SNP, like a custodian is not required

Volunteers which 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.

## EXEMPT FROM TRAINING

- **Office staff** that help process free and reduced-price meal applications or provide other SNP support **for a short time**.
  - If these staff help throughout the school year the staff are required to follow professional standards.
- **Temporary, Substitute, Acting:** If these positions are for a very limited time they are exempt. If these positions run for a long time during the school year, they must comply with the requirements

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Office staff processing meal applications or providing other school nutrition support for a short time would be exempt. However, if this staff helps process applications throughout the year, professional standards would 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.

## TRAINING - TOPICS

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

Training should focus on day-to-day management and operation of SNP

Training must be job-specific and intended to help employees perform their duties well

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

- Nutrition - 1000
- Operations - 2000
- Administration - 3000
- Communications & Marketing - 4000
- Or Additional topics if required by Secretary of USDA

Training should focus on day-to-day management and operation of SNP

Training must be job-specific and intended to help employees perform their duties well

## TRAINING

- Any type of educational, job specific training that is at least 15 minutes or longer and fits into the 4 key areas will count toward professional standards training

## Training that Does Not Count



Security procedures



Building operations



Motivational speaker lectures



Board meetings 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 training that may be beneficial but does not count would include: Security procedures, building operations, motivational speaker lectures, board meetings or other types of meetings, advocacy discussions or SNA/ACDA leadership

## TRAINING DOCUMENTATION

- School Food Authorities need to track completed training hours of employees: employee name, date of training, length of training and topic area.
- Use a training tracker to figure out the number of hours completed for each employee
- Keep certificates from trainings

SD has a training tracker spreadsheet on the CANS website. USDA also has a professional standards training tracker.

You can also use a notebook with a file folder of information.

Whatever the method, records must be maintained by each SFA and made available to the SA upon request.

# RESOURCES

## **Professional Standards**

- [Request to Hire a Director](#)
- [Blank Training Certificate](#)
- [Professional Standards PowerPoint](#)
- [SD Training Tracker Tool \(1-2017\)](#)
- [Institute of Child Nutrition \(ICN\) Web-Based Training](#)
- [Guide to Professional Standards School Nutrition Programs \(manual\)](#)
- [Professional Standards Handout - South Dakota](#)
- [Q&A on Professional Standards Regulation, Memo #38-2016](#)
- [Template Job Description for School Nutrition Director/Manager](#)
- [Professional Standards for School Nutrition Program Employees \(USDA website\)](#)
- [Web-based Professional Standards Training Tracker Tool NEW!](#)
- [USDA Professional Standards Learning Topics](#)

If you need to find more information on Professional Standards, check out the DOE CANS website under School Nutrition Programs, School Meal Program Requirements and Professional Standards.



Questions?

## CONTACT US



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605-773-3413

# PROFESSIONAL STANDARDS

This training credits for 60 minutes of training in

**Key Area 3 – Administration**

**3430 Training Plans & Tracking**

Professional Standards Training Credit

Print Name:

Date of Training:



Thank you for attending this session on Professional Standards.

This session credits for 30 minutes of training in key area 3 Administration.

This is the certificate of training completion.

Please print, sign and date this slide for your records.

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- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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