1000 NUTRITION

1100 MENU PLANNING

Employee will be able to effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, including the use of USDA Foods, to meet all Federal school nutrition program requirements, including the proper meal components.

1. Plan menus that meet USDA nutrition requirements for reimbursable meals, including calculating meal components.
2. Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
3. Utilize local food sources, especially Farm to School, when possible.
4. Write standardized recipes, and use Food Buying Guide.
5. Analyze menus for school meal pattern requirements.
6. Plan meals to accommodate students requiring special diets, including food allergies.
7. Plan for effective use of USDA Foods.

1110 USDA NUTRITION REQUIREMENTS
1120 CYCLE MENUS
1130 LOCAL FOODS – FARM TO SCHOOL
1140 STANDARDIZED RECIPES
1150 MENU ANALYSIS
1160 SPECIAL DIETS – INCLUDING FOOD ALLERGIES
1170 USDA FOODS

1200 NUTRITION EDUCATION

Employee will be able to utilize resources to prepare and integrate age/grade appropriate nutrition education curriculum with school nutrition program.

1. Plan age/grade appropriate nutrition education activities using USDA Team Nutrition materials when possible.
2. Integrate nutrition education curriculum with school nutrition program, utilizing the cafeteria as a learning environment. (Including Team Nutrition resources).
3. Support school gardens as a means to nutrition education.

1210 NUTRITION ACTIVITIES
1220 CLASSROOM AND CAFETERIA INTEGRATION
1230 SCHOOL GARDENS

1300 GENERAL NUTRITION

Employee will be able to understand the Dietary Guidelines for Americans, USDA food guidance concepts and general nutrition principles.

1. Relate the Dietary Guidelines and USDA food guidance (such as MyPlate) concepts to the goals of the school nutrition programs.
2. Understand general nutrition concepts that relate to school meals, such as whole grains, sodium, etc.

1310 DIETARY GUIDELINES FOR AMERICANS, MYPLATE AND SCHOOL NUTRITION
1320 GENERAL NUTRITION

2000 OPERATIONS

2100 FOOD PRODUCTION

Employee will be able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets.

1. Understand and effectively prepare food using a standardized recipe.
2. Complete a food production record and other required paperwork.
3. Develop culinary skills necessary for school meal preparation.
4. Properly use and care for equipment.
5. Understand CN labeling, product formulation statements and/or appropriate crediting information for school meal pattern.

2110 STANDARDIZED RECIPES
2120 FOOD PRODUCTION RECORDS
2130 CULINARY SKILLS
2140 USE AND CARE OF EQUIPMENT
2150 CN LABELING, CREDITING

2200 SERVING FOOD

Employee will be able to correctly and efficiently serve food portions to meet all USDA school meal pattern requirements and encourage healthy food selections including those for special diets.

1. Identify/serve portions of food items according to USDA school meal pattern requirements and diet restrictions.
2. Use Offer Versus Serve correctly.
3. Serve food to maintain quality and appearance standards.
4. Manage serving lines for clean and efficient operation.

2210 PORTION SIZES/SPECIAL DIETS
2220 OFFER VS SERVE
2230 MAINTAINING FOOD QUALITY AND APPEARANCE
2240 SERVING LINES

2300 CASHIER AND POINT OF SERVICE (POS)

Employee will be able to efficiently operate and utilize a Point of Service (POS) system, ensuring correct application of reimbursable meal components, Offer Versus Serve, and confidential student eligibility identification in a financially responsible manner.

1. Count reimbursable meals according to meal pattern requirements (including Offer Versus Serve) and eligibility status.
2. Use financial responsibility at Point of Service.
3. Apply proper measures to prevent overt identification of students receiving free or reduced price meals.

2310 REIMBURSABLE MEALS
2320 POS FINANCIAL RESPONSIBILITY
2330 FREE OR REDUCED IDENTIFICATION

2400 PURCHASING/PROCUREMENT

Employee will be able to effectively and efficiently implement purchasing procedures and practices in order to appropriately and best utilize supplies and USDA Foods to meet menu requirements and comply with all Federal, State, and local regulations.

1. Develop product specifications to best meet menu requirements.
2. Solicit, receive and evaluate bids for award in compliance with Federal, State, and local regulations.
3. Purchase food, supplies, and equipment through vendors, meeting school district specifications in compliance with Federal, State, and local procurement regulations and availability of USDA Foods.
4. Generate food and supply orders.
5. Identify possible cooperative purchasing groups and geographic preference options.
6. Develop and monitor contract(s) with foodservice management company and/or others.

2410 PRODUCT SPECIFICATIONS
2420 BID SOLICITATION AND EVALUATION
2430 PURCHASE FOOD, SUPPLIES, AND EQUIPMENT
2440 FOOD AND SUPPLIES ORDERS
2450 COOPERATIVE PURCHASING GROUPS
2460 CONTRACTS WITH FOOD SERVICE MANAGEMENT COMPANY

2500 RECEIVING AND STORAGE

Employee will be able to ensure proper inventory management including correct delivery and storage of inventory, and that which has been placed on hold or recalled.

1. Develop processes for inventory management.
2. Apply safe and effective inventory receiving and storage procedures.
3. Understand hold and recall procedures.

2510 INVENTORY MANAGEMENT
2520 RECEIVING AND STORAGE
2530 HOLD AND RECALL

2600 FOOD SAFETY AND HACCP

Employee will be able to effectively utilize all food safety program guidelines and health department regulations to ensure optimal food safety.

1. Practice a HACCP-based program.
2. Practice general food safety procedures.
3. Practice Federal, State, and local food safety regulations and guidance.
4. Promote a culture of food safety behaviors in the school community.

2610 HACCP
2620 FOOD SAFETY-GENERAL
2630 FEDERAL, STATE AND LOCAL FOOD SAFETY REGULATIONS
2640 FOOD SAFETY CULTURE

3000 ADMINISTRATION

3100 FREE AND REDUCED PRICE MEAL BENEFITS

Employee will be able to effectively certify, process, and verify free and reduced price meal eligibility benefits in accordance with Federal and State regulations related to nutrition programs.

1. Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.
2. Understand and practice direct certification procedures practiced by your state.

3110 ELIGIBILITY
3120 DIRECT CERTIFICATION

3200 PROGRAM MANAGEMENT

Employee will be able to effectively manage staff and resources; emergency programs; and utilize Standard Operating Procedures (SOP).

1. Manage staff work including scheduling.
2. Oversee Standard Operating Procedures for routine operations.
3. Evaluate and utilize resources to promote a healthy school environment.
4. Develop and implement emergency and disaster plans as needed.
5. Manage water, energy, and waste.

3210 STAFF MANAGEMENT
3220 STANDARD OPERATING PROCEDURES
3230 HEALTHY SCHOOL ENVIRONMENT
3240 EMERGENCY PLANS
3250 WATER, ENERGY, AND WASTE MANAGEMENT

3300 FINANCIAL MANAGEMENT

Employee will be able to manage procedures and records for compliance with Resource Management with efficiency and accuracy in accordance with all Federal, State, and local regulations, as well as the Administrative Review.

1. Implement a system of checks and balances to ensure accuracy and integrity of meal counting and claiming, funds collected, and record keeping.
2. Establish and document appropriate accounting procedures for all revenues and expenses, ensuring that all procedures comply with Federal, State, and local regulations and Administrative Review.
3. Prepare a budget that appropriately reflects financial goals.
4. Analyze financial statements and accounting procedures to make informed financial decisions and ensure alignment with budget and regulations.
5. Recommend prices for meals and other food items to district authorities, maintaining compliance with Federal, State, and local guidelines.

3310 MEAL COUNTING, CLAIMING, MANAGING FUNDS
3320 COMPLIANCE WITH REGULATIONS/POLICIES
3330 BUDGETS
3340 FINANCIAL ANALYSIS
3350 PRICING
3360 COMMUNICATE FINANCIAL INFORMATION

3400 HUMAN RESOURCES AND STAFF TRAINING

Employee will be able to implement human resources management practices through maintenance and familiarity with current personnel policies and procedures and support employees through training and retention strategies.

1. Understand and apply human resource management practices.
2. Implement current personnel policies and procedures.
3. Develop employee training plans, including a plan for tracking training.
4. Implement a system for retention, promotion and recognition.
5. Foster employee health, safety, and wellness.

3410 HUMAN RESOURCES MANAGEMENT
3420 POLICIES AND PROCEDURES
3430 TRAINING PLANS AND TRACKING
3440 RETENTION, PROMOTION, AND RECOGNITION
3450 EMPLOYEE HEALTH, SAFETY AND WELLNESS

3500 FACILITIES AND EQUIPMENT PLANNING

Employee will be able to evaluate school nutrition program equipment and facilities to ensure maximum efficiency and availability of healthy food choices.

1. Evaluate/plan facilities and equipment to meet program goals.
2. Maintain plans for purchasing and maintaining equipment.

3510 FACILITY AND EQUIPMENT PLANNING
3520 EQUIPMENT PURCHASING & MAINTENANCE

4000 COMMUNICATIONS AND MARKETING

4100 COMMUNICATIONS AND MARKETING

Employee will be able to develop plans that include involvement with school and community members, empower school nutrition leaders and address excellent customer service.
Develop strategic plans and marketing plans that reflect program goals and enhance interaction with stakeholders.

1. Promote the Child Nutrition Program.
2. Empower school nutrition staff to provide excellent customer service.
3. Develop communications skills.
4. Communicate within the school and to the community through multiple approaches to inform and educate stakeholders.
5. Create an environment that engages students to select and consume healthy foods with minimum waste, including Smarter Lunchroom techniques.

4110 STRATEGIC AND MARKETING PLANS
4120 PROGRAM PROMOTION
4130 CUSTOMER SERVICE
4140 COMMUNICATION SKILLS
4150 SCHOOL AND COMMUNITY COMMUNICATION
4160 SMARTER LUNCHROOMS TECHNIQUES

Reference: http://www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf

PROFESSIONAL STANDARDS FOR STATE AND LOCAL SCHOOL NUTRITION PROGRAMS PERSONNEL AS REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010

This final rule establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. The final rule institutes hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education (CE). These regulations are expected to result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Below is a summary of the annual CE requirements.

Summary of Hiring Requirements for School Nutrition Directors/Administrators

School Nutrition Program Directors or Administrators are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).

New directors/administrators hired on or after July 1, 2015 are subject to the minimum education and experience requirements below. Existing directors/administrators will be grandfathered in their current positions and be allowed to transfer to a new position matching the student enrollment category of the LEA where they are currently employed. Directors/Administrators who meet the state/local employment requirements in place prior to July 1, 2015, may be hired provided the LEA advertises the vacancy prior to the final rule's effective date.

Minimum Educational and Experience Requirements		
Student enrollment 2,499 or less	**Student enrollment 2,500-9,999**	**Student enrollment 10,000 or more**
Bachelor's degree, or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date; OR Associate's degree or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least one	Bachelor's degree, or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date; OR Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the	Bachelor's degree, or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date; OR Bachelor's degree in any academic major and at least five years of experience in management of school nutrition programs and at least eight hours of food safety training either not more than five years prior to their starting date or completed within

year of relevant school nutrition programs experience and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date; OR High school diploma (or GED) and at least three years of relevant experience in school nutrition programs and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date; OR Bachelor's degree in any academic major and State-recognized certificate for school nutrition directors and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date. *In Local Education Agencies with less than 500 students, the State Agency may approve a candidate that meets the educational standards but has less than three years of experience.*	employee's start date; OR Associate's degree or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least two years of relevant school nutrition programs experience and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date; OR Bachelor's degree in any academic major and State-recognized certificate for school nutrition directors and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date.	30 days of the employee's start date; OR Bachelor's degree in any academic major and State-recognized certificate for school nutrition directors and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date.
Preferred Educational Standards		
Student enrollment 2,499 or less	**Student enrollment 2,500-9,999**	**Student enrollment 10,000 or more**
Directors/Administrators hired without an associate's degree are strongly encouraged to work toward attaining an associate's degree upon hiring.	Directors/Administrators hired without a bachelor's degree strongly encouraged to work toward attaining a bachelor's degree upon hiring.	A master's degree or willingness to work toward a master's degree is preferred. At least one year of management experience, preferably in school nutrition is strongly recommended.

Reference:

https://www.federalregister.gov/articles/2015/03/02/2015-04234/professional-standards-for-state-and-local-school-nutrition-programs-personnel-as-required-by-the

Summary of Annual Continuing Education Requirements for School Nutrition Personnel

Level of Employment	School Year 2015-16 [1, 2] Minimum CE Hours	Beginning School Year 2016-17 [2] Minimum CE Hours	CE Topics
Director / Administrator	8 hours	12 hours	• Administrative practices for application, certification, verification, meal counting, and meal claiming procedures • Any specific topics required by FNS to address Program integrity or other critical topics • For new hires, additional 8 hours of food safety education within 30 days subsequent or not more than 5 years previous to hiring date
Manager	6 hours	10 hours	• Nutrition • Health and safety standards • Identification of reimbursable meals at the point of service • Administrative practices for application, certification, verification, meal counting, and meal claiming procedures • Any specific topics required by FNS to address Program integrity or other critical topics
School Staff	4 hours	6 hours	• Nutrition • Health and safety standards • Identification of reimbursable meals at the point of service • Free and reduced price eligibility, application, certification, and verification procedures • Any specific topics required by FNS to address Program integrity or other critical topics
Part-time School Staff (working less than 20 hours per week)	4 hours	4 hours	• See above for recommended topics.

[1] Continuing Education received three months prior to July 1, 2015, may count toward the first year requirements for all directors, managers, and staff; therefore, CE hours completed on or after April 1, 2015, may count toward the requirements for school year 2015-2016.

[2] If hired January 1 or later, an employee may only complete half of the required CE hours for that school year.

References:
http://www.fns.usda.gov/professional-standards-state-and-local-school-nutrition-programs-personnel-required-healthy-hunger-0
https://www.federalregister.gov/articles/2015/03/02/2015-04234/professional-standards-for-state-and-local-school-nutrition-programs-personnel-as-required-by-the#table_of_tables