

**HIRING & TRAINING REQUIREMENTS FOR FOOD SERVICES STAFF**

The following requirements are applicable beginning July 1, 2015:

**Hiring Requirements**

*(For Food Services Directors Hired on or after July 1, 2015)*

SUMMARY OF SCHOOL NUTRITION PROGRAM DIRECTOR PROFESSIONAL STANDARDS BY LOCAL EDUCATIONAL AGENCY SIZE

Minimum requirements for directors	Student enrollment 2,499 or less	Student enrollment 2,500–9,999	Student enrollment 10,000 or more
Minimum Education Standards (required) <i>(new directors only)</i> .	<p>Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p> <p>OR</p> <p>Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and either a State-recognized certificate for school nutrition directors or at least 1 year of relevant school nutrition program experience;</p> <p>OR</p> <p>Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 1 year of relevant school nutrition program experience;</p> <p>OR</p> <p>High school diploma (or GED) and 3 years of relevant school nutrition program experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;</p> <p>OR</p> <p>Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major and at least 2 years of relevant school nutrition program experience.</p> <p>OR</p> <p>Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant school nutrition program experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;</p> <p>OR</p> <p>Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any major and at least 5 years of experience in management of school nutrition programs.</p>
Minimum Education Standards (preferred) <i>(new directors only)</i> .	<p>Directors hired without an associate's degree are strongly encouraged to work toward attaining associate's degree upon hiring.</p>	<p>Directors hired without a bachelor's degree strongly encouraged to work toward attaining bachelor's degree upon hiring.</p>	<p>Master's degree, or willingness to work toward master's degree, preferred.</p> <p>At least 1 year of management experience, preferably in school nutrition, strongly recommended.</p> <p>At least 3 credit hours at the university level in food service management plus at least 3 credit hours in nutritional sciences at time of hiring strongly preferred.</p>
Minimum Prior Training Standards (required) <i>(new directors only)</i> .	<p>At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's starting date.</p>		

*(Exhibit continued on next page)*

**Training Requirements**  
*(Beginning on July 1, 2015)*

<b>Summary of Required Minimum Continuing Education/Training Standards, for All Local Educational Agency Sizes</b>	
<b>New and Current Directors</b>	<p>Each year, at least 12 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).</li> <li>• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.</li> </ul> <p>This required continuing education/training is in addition to the food safety training required in the first year of employment, or for all school nutrition program directors if determined by the State agency.</p>
<b>New and Current Managers</b>	<p>Each year, at least 10 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).</li> <li>• The identification of reimbursable meals at the point of service.</li> <li>• Nutrition, health and safety standards.</li> <li>• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.</li> </ul>
<b>New and Current Staff (other than the director and managers) that work an average of at least 20 hours per week</b>	<p>Each year, at least 6 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Free and reduced price eligibility.</li> <li>• Application, certification, and verification procedures.</li> <li>• The identification of reimbursable meals at the point of service.</li> <li>• Nutrition, health and safety standards.</li> <li>• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.</li> </ul>

**End of United School District #7 Exhibit ABCC-E1**