

A blue-tinted background image showing a line of children in a school cafeteria. They are standing behind a counter, likely serving themselves. The children are of various ethnicities and are looking towards the counter. The text is overlaid on this image.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Child Nutrition Professional Standards

Presented by: Maine DOE, Child Nutrition



Professional Standards



Guide to Professional Standards for School Nutrition Programs



FNIS-303

Professional Standards

Minimum requirements established by USDA for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

Professional Standards



Minimum hiring standards for new Directors based on the district's size.



Minimum annual training hours for all school nutrition professionals in the current year based on job title or number of hours worked per week.

Current Food Service Directors May be Exempt

- Directors who were hired before the effective date (July-1-2015) are exempt from the hiring standards
- A current director who moves to a different district within the same size bracket will not be required to meet the hiring criteria, however if moving to a higher bracket the new requirements must be met

Food Service Directors (FSD)

Hiring standards are based on **3 LEA size categories**:

- 2,499 or less student enrollment
- 2,500- 9,999 student enrollment
- 10,000 or more student enrollment



FSD Hiring Standards

For small LEAs ($\leq 2,499$ students):

- Bachelor's degree with a specific major:
food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

OR

- Bachelor's degree with any academic major, and a State-recognized certificate, OR
- Associate's degree with a specific major and at least 1 year of experience, OR
- High school diploma (or GED) **and 3 years of experience**

FSD Hiring standards

- Districts Smaller than 500:
 - The law provides State discretion on education requirements
 - *Districts need to contact the Maine Department of Education Child Nutrition for approval*



FSD Hiring Standards

- For **mid-size** LEAs (2,500 -9,999 students):
 - Bachelor's degree with a specific major, OR
 - Bachelor's degree with any academic major, and a State-recognized certificate; OR
 - Bachelor's degree with any academic major and at least 2 years of experience, OR
 - Associate's degree with a specific major and at least 1 year of experience

Annual Training Requirements



Training Requirements

- Food Service **Director**:
 - 12 hours/year
 - 8 hours of food safety training within the last 5 years before hire OR completed within 30 days of start date
 - 8 hours of food safety training every 5 years



Training Requirements

- Food Service **Manager**
 - 10 hours/year
- Food Service Staff (staff over 20 hours/week)
 - 6 hours/year
- Part-time Food Service Staff (<20 hours/week)
 - 4 hours

Staff hired after January 1, must only complete half the required hours

Training Requirements

- Volunteer Staff/Staff who assist with the program
 - USDA Civil Rights Training
 - Training relevant to their duties

Are you a Director or a Manager?

- Consider the duties rather than the title
- *In general:*
 - A director develops, creates, and plans.
 - A manager implements the plan.
- Which one are you?
- Detailed samples on our webpage

Key Training Categories

- Nutrition
- Operations
- Administration
- Communications/Marketing

Nutrition Topics

- Menu Planning
- Standardize Recipe development
- Sugar/Sodium Reduction
- Food Allergies
- Nutrition Education

Operation Topics

- Food Production
- SOP's
- Cashier & Point of Service
- Purchasing/Procurement
- Receiving & Storage
- Food Safety

Administration Topics

- Free & Reduced-Price Meal Benefits
- Program Management
- Financial Management
- Human Resources & Staff Training
- Facilities & Equipment Planning
- Communications and Marketing

Training Ideas

- Monthly Meetings with your managers/staff
- Maine DOE CN Webinars
- Institute of Child Nutrition (ICN) trainings
- *You* training your staff counts for both of you.
 - Documentation must be maintained that includes an agenda, dates and participants
- New Director Monthly Meetings
 - 1st Friday of the month
- Today counts!

<https://theicn.org/school-nutrition-programs/>



Education and Training Resources for School Nutrition Programs

ICN's research-based education and training resources are designed to help district school nutrition directors/supervisors, managers, and nutrition assistants/technicians meet the challenges of the day to day operations of successful school nutrition programs.

 [VIEW ICN'S FACE-TO-FACE TRAINING](#)



What Does *Not* Count towards Professional Standards?

- Training not related to food service operation
- Self-directed training without prior approval from Director/Manager
- *Food and Vendor shows*
- <https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>
- Civil rights training unless it is from Maine DOE

Training Tracking

- Training must be tracked by individual
- Documentation must be kept:
 - Agenda
 - Sign-in sheet
 - Certificate of Completion
- Training records must be kept for 3 years plus current year



Training Tracking

- USDA Professional Standards Training Tracker
 - <http://www.fns.usda.gov/school-meals/professional-standards>
 - Web-based tool
 - Requires USDA eAuthentication account

Training Tracking

- MAINE Professional Standards Training Tracker
 - <https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>

State of Maine Child Nutrition
Professional Development
Hours Tracking Tool

District Name

School Name

Required Annual Hours
FALSE

School Year

Position

Hours Remaining
0.00

Date	Training Provider	Hours	Key Area	Key Topics	Subject	Comments

Professional Standards are there to make
sure students are receiving safe,
nutritious meals through efficient and
cost-effective management

Questions?





Stay Connected!

Find Us Online!



www.maine.gov/doe



@MaineDOEComm



@mainedepted



@mdoenews



@MaineDepartmentofEducation1

