

PROFESSIONAL STANDARDS

Maine Department of
Education Child Nutrition



Child Nutrition
Maine Department of Education

PROFESSIONAL STANDARDS

- ▶ USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs
- ▶ EFFECTIVE DATE: 07-01-2015

Professional standards

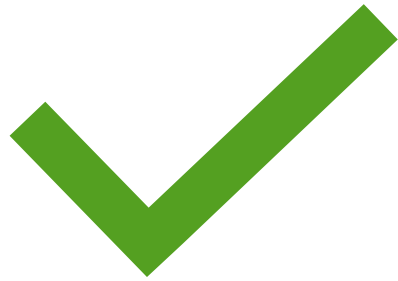
Create minimum hiring standards for new school food authority (SFA) Directors based on a school district's size

Require minimum annual training for all new and current school nutrition professionals in current year

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
 - none in Maine

CURRENT DIRECTORS



Directors who were hired before the effective date exempt from updated 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

FSD Hiring Standards

- ▶ For mid-size LEAs (2,500 -9,999 students):
 - ▶ Bachelor's degree with 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 specific major and at least 1 year of experience

FSD Hiring Standards

- ▶ For small LEAs ($\leq 2,499$ students):
 - ▶ Bachelor's degree with specific major, OR
 - ▶ Bachelor's degree with any academic major, and a State-recognized certificate, OR
 - ▶ Associate's degree with specific major and at least 1 year of experience, OR
 - ▶ High school diploma (or GED) and **3 years of experience**

FSD Hiring standards (FSD)

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

School Food Authority Directors

On an annual basis:

- ▶ Minimum 12 hours annual continuing education/training
- ▶ Today counts!

Food Safety Training

- ▶ School Food Authority Directors in all districts:
 - ▶ At least 8 hours of food safety training within 5 years prior to the start date, or completed within 30 days of the start date
 - ▶ Plus 8 hours every 5 years

School Food Authority Managers

- ▶ Minimum 10 hours annual continuing education/training

School Food Authority Staff

Other than Director or Manager who works at least 20 hrs. each week

- ▶ Minimum 6 hours annual continuing education/training

Part Time Staff <20 hrs

Part Time Staff, less than 20 hrs. per week

- ▶ Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.
- ▶ If hired after January 1, an employee must only complete half the mentioned hours

Volunteer Staff

- ▶ Not a regular position
- ▶ District will have a volunteer substitute training program
- ▶ May need the USDA Civil Rights training

Am I a Director or 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 web page
- ▶ Possibility for two directors or managers

Key Learning Areas

- ▶ Nutrition
- ▶ Operations
- ▶ Administration
- ▶ Communications/Marketing

Nutrition Topics

- ▶ Menu Planning
- ▶ Nutrition Education
- ▶ General Nutrition

Operation Topics

- ▶ Food Production
- ▶ Serving Food
- ▶ Cashier & Point of Service
- ▶ Purchasing/Procurement
- ▶ Receiving & Storage
- ▶ Food Safety & HACCP

Administration Topics

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

Communications & Marketing

- ▶ Communications and Marketing
- ▶ An important topic to consider for training purposes.

Helpful Hints

- ▶ Workshops and meetings
- ▶ Webinars
- ▶ You training your staff counts for both of you.
 - ▶ Documentation must be maintained that includes an agenda, dates and participants
- ▶ Today counts!

What does not count?

- ▶ Training not related to food service production
- ▶ Self directed training without prior approval from Director/Manager
- ▶ Food and Vendor shows
- ▶ <https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>

Training from ICN

- ▶ ICN offers FREE training
 - ▶ In-person
 - ▶ Webinars
 - ▶ Online
- ▶ <https://theicn.org/school-nutrition-programs/>

Tracking Training

- ▶ How do I keep track of training and what documentation is required?
- ▶ Copies of the following documentation is acceptable:
 - ▶ Training Agenda
 - ▶ Sign-in sheets
 - ▶ Certificate of Completion
 - ▶ Other paper documents

Records

Each SFA must decide how to maintain the records that document training completion. The school nutrition program director is ultimately responsible for demonstrating, during the administrative review, that the SFA follows the professional standards.

Records must be maintained for 3 years plus the current year.

USDA Professional Standards training tracker

- ▶ <http://www.fns.usda.gov/school-meals/professional-standards>
- ▶ Web Based tool
- ▶ Requires Level 1 USDA eAuthentication account.
 - ▶ If you are using and have an account with the online Food Buying Guide you are all set.

USDA professional standards training tracker

- ▶ <http://www.fns.usda.gov/school-meals/professional-standards>
- ▶ Webinars available
- ▶ Can email for help
- ▶ Can call for help

Maine Tracking Tool

Maine Child Nutrition Professional Standards Training Tracking tool is available here: [Maine Professional Standards Tracking Tool \(Excel\)](#)

The screenshot shows an Excel spreadsheet with the following content:

	A	B	C	D	E	F	G	H	I	J	K
1	This training tracking tool is to be used to track professional development hours for school										
2	nutrition staff. It is designed to be used for one entire school year. (July 1 - June 30)										
3	Back-up documentation such as sign in sheets, training agendas, and certificates should be										
4	kept on file to support entries into this tool should they be requested.										
8	Instructions										
9	This tool is set up to track hours for an entire districts team, one tab for each employee.										
10	To rename each tab at the bottom simply click on the tab, right click, select "rename"										
11	and type in the employees name.										
12	Set-up										
13	At the top of each sheet, the boxes in yellow require input. Once this info is filled in on the										
14	first sheet the district name and year carries forward automatically to the following sheets.										
15	1. Fill in District name										
16	2. Select School Year (this should be the calendar year when the school year ends)										
17	For example for the 2015/2016 school year you would select 2016										
18	3. Select your position. This selection will determine the number of hours needed annually.										
19	Remember, for the purposes of professional development, required annual										
20	training hours are based on actual duties and not title. Refer to the professional										
21	development section on the "LAWS AND Rules" tab of the ME DOE Child Nutrition website										
22	for additional info.										
23	4. Fill in the name of the school the employee works at.										
24	5. Fill in the first and last name of the employee										

The spreadsheet has tabs at the bottom: **Instructions**, EMPLOYEE 1, EMPLOYEE 2, EMPLOYEE 3, EMPLOYEE 4, EMPLOYEE 5, EMPLOYEE ...

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing

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Conditional Formatting Format as Table Cell Styles

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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State of Maine Child Nutrition Professional Development Hours Tracking Tool		District Name	<input type="text"/>	School Name	<input type="text"/>
Required Annual Hours	FALSE	School Year	<input type="text"/>	First Name	<input type="text"/>
Hours Remaining	0.00	Position	<input type="text"/>	Last Name	<input type="text"/>

Date	Training Provider	Hours	Key Area	Key Topics	Subject	Comments

What questions do you have?

