



Professional Standards for Food Service Employees

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Why do we need professional standards for people working in school nutrition?



Final Rule

- **Proposed rule published Feb. 4, 2014**
- **Final rule published March 2, 2015**
- **Implementation begins July 1, 2015**
 - **School Year 2015-2016**
- **Establishes minimum requirements:**
 - **Hiring standards for NEW directors**
 - **Annual training standards for ALL employees**
- **Available at www.regulations.gov**

What does it do?

- Establishes hiring requirements for three size categories
- Implements hiring options for small school districts
- Hiring options emphasize experience
- Food safety certification period for new directors extended to five years
- Required annual training hours for all school food authorities (SFAs) personnel

Hiring Standards for SFA Directors

- **School Nutrition Director**
 - Responsible for operation of school nutrition for entire local education agency (LEA)
- Hiring standards for **NEW** SFA directors
- Current directors are grandfathered in

Hiring Standards for Directors

- **Based on three LEA size categories:**
 - 2,499 or less student enrollment
 - 2,500-9,999 student enrollment
 - 10,000 or more student enrollment
 - 500 or less student enrollment (Oklahoma approved)
- **Educational requirements reflect knowledge and expertise required to perform duties successfully**

Student Enrollment Category: 2,499 Students or Less

- 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 experience; **OR**
- High school diploma (or GED) and 3 years of experience
- For LEAs with **<500 students**: High school diploma but **LESS THAN** 3 years of experience

Student Enrollment Category: 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 2 years of experience

Student Enrollment Category: 10,000 or More 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 5 years of experience in management of programs

Specific Majors Approved

- **Food Service Management**
- **Dietetics**
- **Family and Consumer Sciences**
- **Nutrition Education**
- **Culinary Arts**
- **Business**
- **Any other related field**

State-Recognized Certificate

Any certifications obtained through a credentialing program via School Nutrition Association (SNA) or National Food Service Management Institute (NFSMI) that is recognized by the State Agency

Food Safety Certification

- For NEW SFA Directors in ALL LEAs:
 - At least 8 hours of food safety training:
 - Within 5 years PRIOR to starting date **OR**
 - Completed within 30 days of starting date

Annual Training Requirements In Phases

- Rule phases in training standards in **SY2015-2016**:
 - Program directors - 8 hours
 - (**12** hours beginning **SY2016-2017**)
 - Program managers - 6 hours
 - (**10** hours beginning **SY2016-2017**)
 - All program staff - 4 hours
 - (**6** hours beginning **SY2016-2017**)
 - Part-time staff working less than 20 hours/week
AVERAGE
 - 4 hours - **SY2015-2016 and beyond**

Annual Training Requirements at Full Implementation

- Director – 12 training hours annually
- Managers – 10 training hours annually
- All other staff – 6 training hours annually
- Part-time staff working <20 hrs/week –
4 training hours annually

Annual Training for All School Nutrition Personnel

- **Specific training topics**
- **Training topics based on an individual's job**
- **USDA has discretion to require completion of specific training topics, as needed, to address critical program issues**

Annual Training for All School Nutrition Personnel

- **Training for school nutrition personnel is an allowable use of nonprofit school food service account funds**
- **Paying costs incurred to MEET the hiring standards is NOT an allowable use of funds**

Training Standards - Flexibilities

- New directors may be hired under requirements in place prior to July 1, 2015, if vacancy advertised prior to July 1.
- Training within 3 months prior to July 1, 2015, counts toward first year's requirements for all personnel.
- If hired January 1, 2016, or after, must complete half required training hours.
- Training standards over period of two school years with some training hours completed each school year

SFA Oversight

- **Document compliance with the hiring and training standards for SFA director, manager, and staff**
- **Documentation must be available for Administrative Review (AR)**

State Agency Oversight

- **States will review compliance with the professional standards during the Administrative Review**
- **Technical assistance and corrective action will be used to address noncompliance**

Key Learning Areas

All training will fit within one of these categories:

- Nutrition**
- Operations**
- Administration**
- Communications & Marketing**

Training

- **In a variety of formats:**
 - Virtual/Web-based and in-person
 - Including free or low-cost options
 - On-the-job training allowed
- **From a variety of sources:**
 - FNS
 - NFSMI
 - Professional associations and organizations
 - In-house
 - State Agency
 - Commercial vendors



- Home
- Find Training
- Advanced Search
- Professional Standards Information
- Calendar
- Contact Us

- Nutrition
- Operations
- Administration
- Communications / Marketing

Professional Standards for School Nutrition Professionals



This site allows school nutrition staff to search for training that meets their learning needs. Each listing contains information about the training, including how to access, developer, date, learning objectives covered, and more.

To review the final rule, please visit the [Federal Register Web site](#).

Select a category below to begin your search for training:

- Nutrition
- Operations
- Administration
- Communications / Marketing

Operations 2000

Operations

- Food Production (2100)
 - Standardized Recipes (2110)
 - Food Production Records (2120)
 - Culinary Skills (2130)
 - Use and Care of Equipment (2140)
 - CN Labeling, Crediting (2150)
- Serving Food (2200)
 - Portion Sizes/Special Diets (2210)
 - Offer vs Serve (2220)
 - Maintaining Food Quality and Appearance (2230)
 - Serving Lines (2240)
- Cashier and Point of Service (POS)  (2300)
 - Reimbursable Meals (2310) 
 - POS Financial Responsibility (2320)
 - Free or Reduced Identification (2330)
- Purchasing/Procurement (2400)
 - Product Specification (2410)
 - Bid Solicitation and Evaluation (2420)
 - Purchase Food, Supplies, and Equipment (2430)
 - Food and Supplies Orders (2440)
 - Cooperative Purchasing Groups (2450)
 - Contracts with Food Service Management CO. (2460)
- Receiving and Storage (2500)
 - Inventory Management (2510)
 - Receiving and Storage (2520)
 - Hold and Recall (2530)
- Food Safety and HACCP (2600)
 - HACCP (2610)
 - Food Safety- General (2620)
 - Federal, State, and Local Food Safety Regulations (2630)
 - Food Safety Culture (2640)



Reimbursable Meals (2310)

Count reimbursable meals according to meal pattern requirements (Including Offer vs. Serve) and eligibility status.

Title	Developer	Format	State Specific
Orientation to School Nutrition Management Program Accountability and the Role of the School Nutrition Director	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Cashier's Training Resource	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Meal Pattern Training Resources	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Orientation to School Nutrition Management	National Food Service Management Institute (NFSMI).	Online training	Unlimited Access
Meal Pattern Training Resources	National Food Service Management Institute (NFSMI).	Online training, Online Presentation / Powerpoint	Unlimited Access
Is This Meal Reimbursable - Breakfast? Trainer's Notes	Kansas State Department of Education: Child Nutrition & Wellness.	Print Materials	Kansas
Is This Meal Reimbursable? Trainer's Notes	Kansas State Department of Education: Child Nutrition & Wellness	Print Materials	Unlimited Access
Orientation to School Nutrition Management: Menu Planning /HealthierUS School Challenge	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Orientation to School Nutrition Management Food Production and Operation Management	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
	Massachusetts Department of Elementary		

Tracking Training

- **Track employee training**
 - **Optional tool being developed by Food and Nutrition Service (FNS)**

<http://professionalstandards.nal.usda.gov/>



NavigationButton: Calibri (Detail) 11 Formatting

Select All B I U A Selection Font Number Background Alternate Row Color Quick Change Conditional Styles Shape Formatting Control Formatting

Shape Fill Shape Outline Shape Effects



Professional Standards Training Tracker

[Home](#)[Enter Training Information](#)[Delete Training Information](#)[Reports](#)[Exit](#)[\[Add New\]](#)

This Tracking Tool will assist school nutrition staff with tracking and monitoring all of their training. For additional information on the United States Department of Agriculture's Professional Standards for School nutrition employees, <http://professionalstandards.nal.usda.gov>

Tips and Instructions for the Training Tracker

- Information entered into the Training Tracker is only saved to the computer it is installed on.
- Training information must be saved before going to another tab.
- If you delete an entry from the Training Tracker that was entered as part of a multi-subject training, ALL of the subjects entered will be deleted.
- Training Dates can only be entered for dates in the past.
- Training information that is deleted from the Training Tracker Tool is deleted permanently and cannot be retrieved.
- Information in the Training Tracker Tool is not password protected, and can be accessed by anyone with access to the computer that the Tool is installed on.



- ❖ **A multi-disciplinary team assembled to oversee development and implementation of *Cooking for Kids* program.**

- ❖ ***Team lead by:***
OSU Nutritional Sciences & faculty

- ❖ ***Contracted through:***
Child Nutrition, OSDE

- ❖ **Comprehensive training**
- ❖ **Provide knowledge, skills and resources**
- ❖ **Support school food service staff**
- ❖ **To implement healthy, attractive meals**
- ❖ **Using USDA revised meal pattern requirements**
- ❖ **Hands-on in kitchen lab setting**
- ❖ **Taught by industry leading Chefs**
- ❖ **Designed to gain skills and knowledge necessary to change the landscape of school nutrition in Oklahoma.**
- ❖ **Cookingforkids.ok.gov**

QUESTIONS?

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