

Appendix B. Manager’s Guide to Professional Standards for Training

All district-level school nutrition employees now have annual training requirements. These Federal standards went into effect July 1, 2015. The training goal is to help you and your staff maintain or acquire the knowledge and skills needed to successfully manage and operate school meal programs.

Annual Minimum Required Training Hours for School Nutrition Managers and Staff

The first year (July 1, 2015-June 30, 2016) training requirements are lower:
 Manager – 6 hours;
 All staff – 4 hours.

Position	Defined As	Annual Hours*
Manager	In charge of the operations of a site (or several sites)	10
Staff	Works 20 or more hours weekly in direct program support	6
Part-time Staff	Works less than 20 hours per week in direct program support	4

*If hired on or after January 1, only half of the required hours for that school year are required.

What Qualifies as Training?

Training should apply to an employee’s work duties. In many cases, your director and school district will help you find training. They may also assist in identifying training for your staff. Consider these options for job-specific training:

- ▶ Online courses
- ▶ Structured, on-the-job training
- ▶ In-service training
- ▶ Local school nutrition organization educational events
- ▶ State agency-sponsored training
- ▶ Training you conduct for staff
- ▶ Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State agency)
- ▶ College courses with job-specific content

A full 60 minutes of training counts as 1 training hour. You can include shorter time periods. For example, four 15-minute in-service training sessions equal 1 training hour. Not all activities will count toward training – they must be job-specific. Ask your director for guidance.

Your director may ask you to help with recordkeeping. Training records are now part of the Administrative Review. Be sure to keep training records from online courses or other classes completed by you and your staff for a period determined by your director. USDA offers an optional tracking tool for training hours. Find the tool online at <http://www.fns.usda.gov/school-meals/professional-standards>.

Check with your director to see if your State agency allows a 2-year period to complete the training hours. If so, be sure to complete some training each year (July 1-June 30) and meet the total combined hours needed for 2 years.

Where Do I Find More Information?

Looking for free and low-cost training? USDA maintains an online searchable library of trainings at <http://professionalstandards.nal.usda.gov>. Whether you plan to continue to serve as manager or aspire to other positions within the school nutrition programs, training helps you perform effectively today, while preparing for tomorrow.

You can read more details, including hiring standards for new directors, in the *Guide to Professional Standards for School Nutrition Programs* http://www.fns.usda.gov/sites/default/files/ps_guide.pdf, the FAQs http://www.fns.usda.gov/sites/default/files/cn/ps_faqs.pdf, and several other helpful resources at <http://www.fns.usda.gov/school-meals/professional-standards>.