

New School Nutrition Director Training Plan

Priorities for training for a new school nutrition director depend on previous experience and training as well as the specific assigned areas of responsibility in a school district. Some districts divide up the essential functional areas of responsibility for school nutrition program management among more than one position. However, all of the functional areas are important, must be assigned, and the individual performing them must be well-trained. For each functional area, indicate who performs this function, training they have had, and any additional training required. While all of the areas are important, those highlighted and marked with ** are highest priority.

Essential Functional Area	Who is Responsible for this Function?	Previous Training or Experience	Training Still Needed/ Time Frame
Sanitation, Food Safety, and Employee Safety ** <i>(HACCP plan development and implementation, meets state and federal food and employee safety guidelines including staff training)</i>	School Nutrition Director <i>8 hours of Sanitation Training is required either within 5 years previous to hire or within 30 days after hired.</i>		
Nutrition and Menu Planning ** <i>(Following USDA Nutrition Standards for each grade group, special nutrition needs)</i>			
Food Production ** <i>(Production plans for quality food, production records, inventory management)</i>			
Income Eligibility** <i>(Direct Certification, Income Eligibility Applications, Verification Process)</i>			
Counting and Claiming Meals** <i>(Correct use of offer versus serve, point of sale training, filing monthly claims)</i>			
USDA Foods <i>(Planning menus for effective use, ordering and tracking use)</i>			

Essential Functional Area	Who is Responsible for this Function?	Previous Training or Experience	Training Still Needed/ Time Frame
Customer Service <i>(Annual civil rights training, maintaining safe and welcoming environment in cafeteria and menus, Informing all stakeholders of policies and current nutrition program information, receiving and using customer feedback)</i>			
Procurement <i>(Bid specifications and all procurement processes assure that products that meet the needs of the school nutrition program are purchased with fair and open competition for suppliers according to USDA regulations)</i>			
Financial Mgt and Recordkeeping <i>(Separate school nutrition accounting procedures assure non-profit food service, adequate revenue from nonprogram food sales Paid Lunch Equity)</i>			
Wellness Policy and Smart Snacks <i>(Understands USDA regulations in these areas)</i>			
Marketing <i>(Public relations to maintain positive image of programs)</i>			
Personnel Management <i>(Hiring, training, scheduling, and evaluation of school nutrition staff)</i>			
Environmental Management <i>(Establishes an environmentally responsible school nutrition program.)</i>			

Essential Functional Area	Who is Responsible for this Function?	Previous Training or Experience	Training Still Needed/ Time Frame
Computer Technology <i>(Point of sale systems, reporting systems that integrate with technology infrastructure of the school)</i>			
Nutrition Education <i>(Cafeteria or classroom nutrition education activities)</i>			
Facility Layout and Design and Equipment Selection <i>(Provides leadership in designing and planning equipment purchases and facility design that support the operational goals of the school nutrition program.)</i>			