

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 **	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 **			
Food Production **			
Income Eligibility**			
Counting and Claiming Meals**			
USDA Foods			
Customer Service			
Procurement			
Financial Mgt and Recordkeeping			
Wellness Policy and Smart Snacks			
Marketing			
Personnel Management			
Environmental Management			
Computer Technology			
Nutrition Education			
Facility Layout and Design and Equipment Selection			