

# Food Service Facts

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## **23. Professional Standards, Personnel Guidelines & Professional Development**

### **Professional Standards for All School Nutrition Program Staff**

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

A comprehensive Professional Standards website provides school nutrition program staff with information on how to comply with professional standards requirements. The United States Department of Agriculture (USDA) Professional Standards for School Nutrition Professionals resources are available at <https://www.fns.usda.gov/school-meals/professional-standards>.

## Food Service Facts – Chapter 23, Professional Standards, Personnel Guidelines & Professional Development

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Directors hired for their current position before July 1, 2015 will be grandfathered in accordance with the enrollment of the district on their date of hire. Directors hired after July 1, 2015 are subject to the education requirements identified on the chart below. Directors are responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA). The role of “Director” includes the individual designated as the Authorized Representative and the individual designated as the Food Service Director.

A final rule published March 1, 2019 adds four flexibilities to the hiring standards for new school nutrition program directors (Authorized Representatives / Food Service Directors) in small local educational agencies (LEAs) of 2,499 students or less and new state directors of school nutrition programs under the Professional Standards regulations for the National School Lunch Program and School Breakfast Program.

- First, to address hiring challenges faced by small LEAs (2,499 or fewer students), relevant food service experience rather than school nutrition program experience can be used to meet hiring standards.
- Second, state agencies may consider documented volunteer or unpaid work as relevant experience for new school nutrition directors (Authorized Representatives and Food Service Directors) in small LEAs (2499 or fewer students).
- Third, state agencies may accept less than the required years of food service experience when an applicant for a new director position (Authorized Representatives / Food Service Directors) in an LEA with fewer than 500 students has the minimum required education.
- Lastly, applicants with either a bachelor's or advanced degree in specified fields may be considered for the position of state director of school nutrition programs.

These changes expand the pool of candidates qualified to serve as leaders in the school nutrition programs while continuing to ensure that school nutrition professionals are able to perform their duties effectively and efficiently.

If a LEA wishes to hire a Food Service Director who does not meet the Professional Standards Hiring Requirements, food-service funds cannot be used to pay for the individual's salary and benefits unless KSDE approves a Professional Development Plan. To request approval to use school food service funds to pay for the wages of a Food Service Director who does not meet the hiring standards for an LEA of 2,499 or less, use Form 23A, Request for KSDE Approval of a Food Service Candidate Professional Development Plan (effective 4/30/2019).

**Hiring Standards for New School Nutrition Program Directors  
(Authorized Representatives and Food Service Directors)**

Student Enrollment 2,499 or less***	Student Enrollment 2,500 – 9,999	Student Enrollment 10,000 or more
<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas*; <b>OR</b> Bachelor’s degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor’s degree in any academic major, <b>and</b> at least <b>1</b> year of relevant food service experience; <b>OR</b> Associate’s degree or equivalent educational experience, with academic major in specific areas*, <b>and</b> at least <b>1</b> year of relevant food service experience: <b>OR</b> High school diploma (or GED) <b>and</b> at least <b>3</b> years of relevant food service experience.  (For an LEA with less than 500 students, the State Agency may approve a candidate who meets the educational standards but has less than the required 3 years of experience.)</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas*; <b>OR</b> Bachelor’s degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor’s degree in any academic major <b>and</b> at least <b>2</b> years of relevant school nutrition programs experience; <b>OR</b> Associate’s degree or equivalent educational experience, with academic major in specific areas*, <b>and</b> at least <b>2</b> years of relevant school nutrition programs experience.</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas*; <b>OR</b> Bachelor’s degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor’s degree in any academic major <b>and</b> at least <b>5</b> years of experience in management of school nutrition programs.</p>

\* Specific areas of concentration include **food and nutrition**, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.

\*\* Requires food service experience rather than school nutrition program experience, and State Agencies may consider documented volunteer or unpaid work as relevant food service experience.

## Training Standards for All School Nutrition Program Staff

<p><b>All Directors</b> (Authorized Representatives and Food Service Directors)</p>	<p>At least <b>8</b> hours of approved food safety training is required either not more than <b>5</b> years prior to their starting date or completed within <b>30</b> days of the Director's start date.</p> <p>Each year, at least <b>12</b> hours of ongoing professional development in topics relevant to the Director's job responsibilities including 8 hours of approved food safety training every 5 years after the initial food safety training.</p>
<p><b>All Managers</b></p>	<p>Each year, at least <b>10</b> hours of professional development.</p>
<p><b>All Other Staff</b> (not Directors or Managers) Working an average of <b>20</b> hours or more per week</p>	<p>Each year, at least <b>6</b> hours of professional development.</p>
<p><b>Part-Time Staff</b> Work &lt;20 hours per week</p>	<p>Each year, at least <b>4</b> hours of professional development, regardless of the number of part-time hours worked.</p>
<p>*Note: If hired January 1 or later in a given school year, school nutrition program personnel must only complete half the required professional development hours.</p>	

KSDE allows non-interactive activities such as observing a product demonstration or visiting an industry exhibit to count toward no more than two hours of annual professional development, if documented.

KSDE allows the flexibility for school nutrition program personnel to carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two school years. Sponsors must ensure that some training hours are completed and documented each year (July 1 – June 30) and the total combined hours needed for 2 years are met.

The United States Department of Agriculture (USDA) has developed the Professional Standards Training Tracker Tool to assist nutrition program professionals with keeping track of their training. The link to the tool is <https://pstrainingtracker.fns.usda.gov/>.

- Q** *We are a private school sponsor and contract with a public school sponsor to have meals provided and transported to our private school site. We have a person on staff who is listed as both the Authorized Representative and the Food Service Director. For Professional Standards, what professional development requirements must the Authorized Representative/Food Service Director meet?*
- A** The hiring and professional development requirements are the same for both positions.



**Q** *Our school district has one person designated as the Authorized Representative and another person designated as the Food Service Director. What professional development is required of the individuals in each of these positions?*

**A** The Authorized Representative and the Food Service Director must take 12 hours of professional development in topic areas applicable to the oversight responsibilities of his/her position.

New Directors (Authorized Representatives and Food Service Directors) are required by the Professional Standards Rule to complete eight hours of approved food safety training not more than 5 years prior to or within 30 days of the employee's start date. (In the first year, this is in addition to the hours of professional development in topic areas applicable to the job responsibilities of his/her position.)

Directors (Authorized Representatives and Food Service Directors) are required by the Professional Standards Rule to complete eight hours of approved food safety professional development every 5 years thereafter. (This ongoing food safety professional development may count toward the annual Professional Standards requirements.)



**Q** *We are a private school sponsor and contract with a public school sponsor to have meals provided and transported to our private school site. We have our own staff person to serve the meals at our private school site. However, the public school Food Service Director is designated as our Food Service Director. Is this OK, and if so, what professional development is required for the Food Service Director?*

**A** Yes, it is OK to designate the public school Food Service Director as the director for the private school if that is what both sponsors agreed upon in the sponsor-to-sponsor contract. The designated Food Service Director for both schools must meet the director level requirements one time, not two times.

While the private school and public school sponsors can share an individual designated as the Food Service Director, the position of Authorized Representative is unique to the sponsor. The private school is required to have an on-site Authorized Representative, who must meet the professional development requirement for an Authorized Representative.



**Q** *We are a private school and have contracted with a public school for our private school students to go to the public school site to obtain meals. We provide the transportation to and from our private school site and the public school site at mealtimes. Who can be designated as the Food Service Director for our private school and thus need to complete the professional development hours required?*

**A** Sponsors are allowed to enter into sponsor-to-sponsor contracts or Intergovernmental Agreements (IGAs) for meals only on-site or off-site. The private school and public school working together should determine who will be identified as the "Food Service Director" for the private school Sponsor.



## Food Service Facts – Chapter 23, Professional Standards, Personnel Guidelines & Professional Development

**Q** *I heard that I can be hired as the school nutrition program director at my school district, even though I do not meet the hiring experience requirements, as long as, my salary is not paid for using funds from the Food Service Fund. Is this true?*

**A** State Agencies have the discretion to accept less than the required years of food service experience when an applicant for a new director position in an LEA with fewer than 500 students has the minimum required education.

School Nutrition Program Sponsors with 2,499 or fewer students, may request KSDE approval to hire a candidate for **Authorized Representative or** Food Service Director who meets the minimum education standards specified in the hiring standards for a Local Education Agency (LEA) with 2,499 students or fewer, but has less than the required relevant food service experience **and** to use the nonprofit school food service account to pay the salary. Use Form 23A, Request for KSDE Approval of a Food Service Candidate Professional Development Plan, to make the request. The candidate must complete a KSDE-approved professional development plan, within the first year of employment:



**Q** *We are a private school and have arranged for staff from the public school to, not only provide meals, but to serve the meals, complete application processing, and to perform other administrative duties as part of the sponsor-to-sponsor contract. Is this allowable under a sponsor-to-sponsor contract? If so, who could the Food Service Director be for the private school and thus need to complete the professional development hours required?*

**A** Sponsors are allowed to enter into sponsor-to-sponsor contracts or Intergovernmental Agreements (IGAs) for a variety of services. A Sponsor may choose to enter into an IGA for delivered meals (or meals prepared on-site) and to include labor and/or administrative services in the contract.

The private school and public school working together should determine who will be identified as the Food Service Director for the private school Sponsor. The director can be a staff person from the private school receiving meals or from the public school providing meals. The designated Food Service Director must meet the Professional Standards hiring and professional development requirements, whether he/she is from the private school sponsor or the public school sponsor.

For example, if the designated individual is a manager at the public school, and is, in a sense, hired to be the Food Service Director for the private school, then the individual must be considered a newly hired director for the private school and meet director level hiring and professional development requirements. If the designated person does not meet the “years of experience” hiring qualification, a “Request for KSDE Approval of a Food Service Director Candidate who meets Educational Standards but has less than the required 3 years Relevant Experience” can be submitted to KSDE.

Food Service Facts – Chapter 23, Professional Standards, Personnel Guidelines  
& Professional Development

**Q** *Some of our staff went to the Food Show at the School Nutrition Association of Kansas (SNAKS) Conference. A few of us were able to attend the food show at Annual National Convention (ANC). Can the time spent at the food show count toward professional standards requirements?*

**A** Yes, Kansas State Department of Education does allow non-interactive activities such as observing a product demonstration or visiting an industry exhibit room to count toward no more than two hours of annual professional development if documented.



**Q** *How do the Professional Standards rules for School Nutrition Programs apply to the individual designated as the Authorized Representative in a sponsor-to-sponsor contract? For example, if a private school Sponsor signs a sponsor-to-sponsor contract (Intergovernmental Agreement-IGA) with a public school Sponsor and asks the public school to provide meals and a staff person to serve meals, as well as, handle all aspects of the Food Service for the private school, who would the Authorized Representative be for the private school and thus need to complete the professional development hours required? How many hours of required professional standards training is the Authorized Representative required to have?*

**A** An Authorized Representative for a Sponsor is the individual who signed the Program Agreement and entered into the contract with Child Nutrition & Wellness to operate School Nutrition Programs. Although the school is outsourcing by way of an IGA for food service related duties within their program, the Authorized Representative of the school must be aware and provide oversight of all aspects of the School Nutrition Program, and should participate in professional development that is applicable to the responsibilities of his/her position. The Authorized Representative is ultimately responsible for ensuring that all rules, regulations, and related policies are adequately adhered to and is held accountable for any instances of non-compliance. As outlined in the Final Rule and applicable guidance for a director, a newly designated Authorized Representative must meet applicable hiring requirements. The Authorized Representative must also achieve 12 hours of annual professional development applicable to his/her position and to include required food safety training every 5 years.



**Q** *I have been offered a position as the Food Service Director for a small private school. I do not meet the hiring standards identified by professional standards requirements. I have been waiting for this position to become available for some time now! Can the school hire me?*

**A** The School Nutrition Program Director is the individual responsible for the operation of the school nutrition programs for the sponsor. New directors are subject to the professional standards education requirements.

State Agencies have the discretion to accept less than the required years of food service experience when an applicant for a new director position in an LEA with fewer than 500 students has the minimum required education. (See chart on page 23-3.)



## Guidelines for School Nutrition Program Staff

School nutrition programs are an important part of the total educational environment. As a member of the educational team, each employee has a direct relationship to the overall success of the program. School Nutrition Program staff do more than produce food and serve it. They contribute to the development and well-being of the students. Cheerfulness, warmth and willingness will open many administrative and classroom doors and will build bridges between the school and community. The efforts of school nutrition program staff will be rewarded through a feeling of pride in work well done, respect from the school and community, and opportunities for personal and professional growth.

### Essential Personal Characteristics

Team members who practice good human relations and work with positive attitudes and a cooperative spirit are essential for smooth program operations. Program staff should:

- ◆ Be cheerful, cooperative, industrious, trustworthy, loyal, alert and friendly.
- ◆ Demonstrate a pleasant and helpful attitude toward students and faculty.
- ◆ Avoid petty gossip.
- ◆ Greet customers with a friendly smile.
- ◆ Encourage students to try foods, and avoid influencing students with their own personal food tastes.
- ◆ Maintain a sense of loyalty to the school, job and fellow workers.
- ◆ Understand the chain of authority and the channels of communication.
- ◆ Look for the best in others.
- ◆ Ask for advice, help or the opinion of others when needed.
- ◆ Plan for professional growth.

### Effective Work Habits

Dependable employees are where they are supposed to be, when they are supposed to be, doing what they are supposed to do in the way they were instructed. Responsible employees:

- ◆ Report to work on time and report time worked accurately.
- ◆ Follow instructions, recipes and work schedules.
- ◆ Cooperate with others.
- ◆ Observe sanitation and safety rules.
- ◆ Avoid wasting time, energy and materials.
- ◆ Prepare each food item so that it will be of excellent quality.
- ◆ Keep accurate records.
- ◆ Share the workload by accepting the harder tasks as well as the easier jobs.

### Sample Job Descriptions

A job description is a general explanation of the work expected of a program staff person. A job description provides each party a mutual understanding of what the position entails, directs the team member's activities, and provides a framework for the supervisory performance review. Sample job descriptions for a food service director, kitchen manager, cook, assistant cook and satellite server are available at the end of the chapter.

## Students Working in the Nutrition Program

Students may be allowed to perform simple tasks in the kitchen or serving area for monetary or other compensation. Under no circumstances may a student be required to work in the school nutrition program. Appropriate compensation includes money, class credit (if appropriate) and meals. For further information, refer to *Food Service Facts*, Chapter 9, Meal Accountability, Claiming Meals for Student Workers.

The parents of all student workers must be informed in writing that their children have volunteered to work. The letters must state that if the children have been certified as eligible for reduced price or free meal benefits, their continued eligibility is in no way dependent upon working. In addition, the letters should not be part of or attached to the reduced price or free meal applications, letters to households, or notices of approval or denial.

In addition, the sponsor should be aware of restrictions that apply to student workers:

- ◆ Schools accredited through KSDE are required to provide 186 six-hour school days or 1,116 hours of classroom time per year. When work in the food service program is not part of the student's educational program, the time a student volunteers to work in food service may not interfere with these classroom time requirements.
- ◆ If the work performed by a student is significant enough to displace an adult staff person, the student must be paid minimum wage or higher for the hours worked.
- ◆ Kansas law states that no child under 14 years of age shall be at any time employed at any occupation or trade in any business or service, except for services not considered “employment”, such as casual labor in or around a private home, delivering newspapers, etc. This includes non-hazardous tasks performed in a cafeteria.
- ◆ Whenever students work in the food service program, they should not be asked to perform dangerous or hazardous tasks. Examples of non-hazardous tasks include wiping tables, serving milk or other foods on the serving line, scraping and spraying meal trays. Instructions regarding safe and proper work procedures should be provided to all students.
- ◆ KSDE does not require student workers to attend food safety training. However, when working in and around the nutrition program, they are required to follow all food safety procedures. These include, but are not limited to, hand washing, correct use of gloves and wearing effective hair restraints. Use the tool, *Food Safety for Volunteers and Students* to provide food safety training to student workers in the school nutrition program. This resource is located at [www.kn-eat.org](http://www.kn-eat.org), Food Safety.

For additional information concerning child labor laws, visit the US Department of Labor web site at [www.dol.gov](http://www.dol.gov).

## Professional Development

The purpose of a professional development program is to provide for a greater degree of competency and professionalism. The quality of the school nutrition program is dependent upon the ongoing professional development of all team members. Professional Standards for all School Nutrition Program Staff require minimum annual professional development for all new and current school nutrition professionals.

Child Nutrition & Wellness, KSDE offers many professional development opportunities for all levels of program staff and in several formats. View or register for available classes at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

### Live Webinar

Live webinars are an excellent and dynamic way to further develop the skills of employees in Kansas sponsored child nutrition programs. To request live webinar professional development for your Sponsor, call KSDE at 785-296-2276 to make a request.

### KSDE Online Professional Development

For those who prefer learning at a place and time convenient to them, online professional development is available on the KSDE Training Portal.

- ◆ Online classes allow participants to learn on their own at a computer.
- ◆ Participant materials are printed by the site from downloadable documents.
- ◆ Proficiency in the material is measured through an online **assessment**. The class and the assessment can be taken multiple times until proficiency is achieved.
- ◆ There is no charge to take the online class.

Create an account at <https://learning.ksde.org/moodle/login/index.php>. To create a new user account:

- ◆ Home Page
  1. Go to <https://learning.ksde.org/moodle/login/index.php>.
  2. Click on “Create new account”.
- ◆ New Account Information
  1. Create your own username and password.
  2. Fill-in the “More Details” section (email address, confirm email address, first name, last name).
  3. Click on the down arrow next to “Contact Information” **and complete**.
  4. Answer the security question at the bottom of the page.
  5. When complete click on “Create my new account”.
- ◆ Confirmation Email
  1. A confirmation is sent to the email address provided during account setup.
  2. Confirm your new account by clicking the link in the email.
  3. You will be directed to the Course Categories page.
  4. To view CNW classes, click on “Child Nutrition & Wellness” under Course Categories.

**Links to online classes are posted** at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

## Administrative Review Training

Administrative Review training is offered **via a live webinar in September**. At least one administrator from a sponsor (i.e. authorized representative, food service director, and or superintendent, should attend this webinar the year the Sponsor is scheduled for the Administrative Review.

## Administrative Update

Administrative Update for School Nutrition Programs is offered **via live webinars in June, July and August**. Workshop topics include Civil Rights, Confidentiality, **program updates**, record keeping, accountability and more. At least one administrator from a sponsor (i.e. food service director, superintendent, or other position responsible for administering the School Nutrition Programs) is required to attend this workshop each year. This person must then provide training to the sponsor's other personnel with administrative responsibilities for the program.

## Administrative Webinars

Webinars on administrative topics include Program Renewal, Direct Certification, Food Service Management Company Contracting, Administrative Review, Procurement, Verification, Determining Eligibility, Financial Management, Comprehensive Resource Management, and Food Safety. Webinars are announced in the Monthly Update from Child Nutrition & Wellness.

## Assistance Network

The Assistance Network consists of school food service directors and other experienced individuals ready to provide one-on-one on-site guidance to managers and directors in a variety of topics areas (such as menu planning, financial management, kitchen design, and efficiency of operations. For more information or to request assistance, contact Child Nutrition & Wellness, KSDE.

## Baking Boot Camp

- ◆ Face-to-face instruction in a classroom followed by hands-on practice in a kitchen lab on how to bake healthy quick breads and healthy yeast breads.
- ◆ Option to take one day of class or both days of quantity baking classes (Baking Healthy Quick Breads and Baking Healthy Yeast Breads).

## Child Nutrition Management Classes

**Child Nutrition Management Classes provide professional development** designed specifically for management level employees and those wanting to advance to a career in Child Nutrition Program management. Classes are developed around priorities identified by KSDE's staff of child nutrition consultants, statewide needs assessment surveys and the School Nutrition Association's "Keys to Excellence" tool.

## English as a Second Language (ESL) Train-the-Trainer

- ◆ Face-to-face and virtual instruction on how to teach English to child nutrition program staff whose primary language is not English.
- ◆ Uses emerging technology and specialized techniques to help instructors teach common terms used in child nutrition program operations.
- ◆ Taught by an ESL Specialist Trainer multiple times and locations throughout the year in a one-day session.

## Jump Start for Managers and Directors

New managers and directors are provided information to successfully manage complex child nutrition programs. *Jump Start for Managers* and *Jump Start for Directors* provide an overview of their responsibilities. Participants receive valuable tips, guidance and ideas. They will also meet people who can be of help for years to come. Each class is taught by a team of KSDE's child nutrition consultants.

## Food Safety

All persons employed in local food service operations that participate in the federal Child Nutrition Programs are required to complete approved food safety **training**. Food safety **training** is essential to help ensure programs are preparing and serving safe food.

### School Food Service Directors

- ◆ School nutrition program directors (Authorized Representatives and Food Service Directors) must take 8 hours of approved food safety training.
- ◆ Take the KSDE 8-hour Kansas Food Safety in Schools through live webinar or online in the KSDE Training Portal at <https://learning.ksde.org>.
- ◆ Attend and complete at least 8 hours of the manager's version of the Kansas Restaurant and Hospitality Association **ServSafe** class and pass the exam.
- ◆ Take the online Institute of Child Nutrition 8-hour **Food Safety in Schools** available on the ICN eLearning Portal at <https://theicn.docebosaas.com/learn>.

For all other child nutrition program personnel, see options above, or:

- ◆ Attend the KSDE 3-hour **Food Safety Basics** class through live webinar or online in the KSDE Training Portal at <https://learning.ksde.org>. A schedule for the 3-hour live virtual delivery of Food Safety Basics classes is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.
- ◆ Attend and complete a minimum of 3 hours of the manager's version of the Kansas Restaurant and Hospitality Association **ServSafe** class and pass the exam.
- ◆ CACFP Sponsors have the option of taking and completing **Food Safety in Child Care**, available on the ICN eLearning Portal at <https://theicn.docebosaas.com/learn>.
- ◆ Submit a locally developed food safety class with a minimum of three contact hours to Child Nutrition & Wellness, KSDE for approval. For information, contact the Child Nutrition & Wellness at (785) 296-2276.

Once an approved food safety class is taken, the Food Safety Training Record in KN-CLAIM must be updated accordingly.

## HACCP

School nutrition program must follow Hazard Analysis Critical Control Point (HACCP) protocol. KSDE HACCP training covers the Process Approach to a HACCP Food Safety System. HACCP training is available through live webinars and online in the KSDE Training Portal.

- ◆ Attend the live webinar 1.5-hour Implementing HACCP in Kansas as scheduled. A schedule for the live virtual delivery of Implementing HACCP in Kansas is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.

- ◆ Take the 1-hour online Implementing HACCP in Kansas in the KSDE Training Portal at <https://learning.ksde.org>
- ◆ Attend the live webinar 6-hour manager level Kansas HACCP as scheduled. A schedule for the live virtual delivery of Kansas HACCP is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training.
- ◆ View the recorded 6-hour manager level HACCP in Kansas in the KSDE Training Portal at <https://learning.ksde.org>.

### **Microsoft Office in Child Nutrition Programs**

- ◆ Face-to-face instruction in a computer lab on how to work in Microsoft Word, Power Point and Excel.
- ◆ Hands-on computer class taught by Cadre Instructors and KSDE staff.

### **Nutrition Standards for School Meals and Calculating Components Classes**

All employees responsible for planning school menus should attend a Nutrition Standards for School Meals (a menu planning and production record class) and the Calculating Components class. These professional development opportunities are generally offered in June, July and August and may be scheduled periodically as needed.

### **Verification**

Instruction to complete verification is offered annually in September, via live webinar and online. At least one administrator from a sponsor (i.e. food service director, superintendent, or other position responsible for verification) should attend this webinar each year or take the online class in the KSDE Training Portal at <https://learning.ksde.org>.

This person must then provide instruction to the sponsor's other personnel with administrative responsibilities for verification.

### **Kansas Certificate in Child Nutrition Management**

The Kansas Certificate in Child Nutrition Management is a program sponsored by Child Nutrition & Wellness at the Kansas State Department of Education and approved by the Kansas State Board of Education. To receive a Kansas Certificate in Child Nutrition Management, 120 hours of Kansas State Department of Education Child Nutrition & Wellness approved management classes must be completed. See the brochure for a list of eligible classes available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Recognition, Kansas Certificate in Child Nutrition Management. All classes must have been completed after January 1, 2012.

To apply for the Kansas Certificate in Child Nutrition Management, complete the Application for Kansas Certificate in Child Nutrition Management which is available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Recognition, Kansas Certificate in Child Nutrition Management.

## KSDE's Professional Recognition Program

Participation in professional development demonstrates commitment and professionalism. Child Nutrition & Wellness, KSDE offers a program to show appreciation for individuals who make the effort to expand their knowledge and skills.

All persons currently employed personnel in Kansas child nutrition programs are eligible to take classes, accumulate professional development hours and be recognized for their professional achievements. To qualify for recognition, one of the following classes must be completed: Food Safety Basics (3 hours), Food Service Sanitation (12 hours), or Kansas Food Safety in Schools (8 hours).

Additional hours may be earned by completing the following KSDE-sponsored face-to face or online professional development:

- ◆ KSDE Professional Development classes
- ◆ Child Nutrition Management Academy classes
- ◆ Food Safety Basics, Food Service Sanitation, Kansas Food Safety in Schools, and HACCP classes
- ◆ Jump Start for Directors / Jump Start for Managers
- ◆ Administrative Update
- ◆ Nutrition Standards for School Meals
- ◆ Calculating Components
- ◆ Baking Boot Camp
- ◆ KN-TECH or Microsoft Office in Child Nutrition Programs

All KSDE-sponsored professional development completed within five (5) years of the candidate's application for recognition may be credited toward the recognition. There are five levels of recognition: Bronze, Silver, Gold, Platinum and Diamond.

To apply for the KSDE Child Nutrition Professional Recognition Program, complete the Application for Child Nutrition Professional Recognition (available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Recognition, KSDE Professional Recognition Program) and return it with copies of certificates from all applicable classes.

### Bronze Level

#### 30 hours of KSDE-sponsored training

Bronze Level recognition includes:

- ◆ Certificate of achievement
- ◆ Professional recognition pin showing 30 hours of training
- ◆ Letter of commendation sent to authorized representative and superintendent

### Silver Level

#### 90 hours of KSDE-sponsored training

The Silver Level requires an additional 60 hours of training beyond the Bronze Level.

Silver Level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 90 hours of training
- ◆ Silverware pin
- ◆ Blue and gold embossed pen
- ◆ Letter of commendation sent to authorized representative and superintendent

### **Gold Level**

#### **150 hours of KSDE-sponsored training**

The Gold Level requires an additional 60 hours of training beyond the Silver Level. Gold Level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 150 hours of training
- ◆ Gold star pin
- ◆ Engraved gold star paperweight
- ◆ Letter of commendation sent to authorized representative and superintendent

### **Platinum Level**

#### **250 hours of KSDE- sponsored training**

The Platinum level requires an additional 100 hours of training beyond the Gold level. Platinum level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 250 hours of training
- ◆ Platinum pin
- ◆ Star table clock
- ◆ Letter of commendation sent to authorized representative and superintendent

### **Diamond Level**

#### **350 hours of KSDE- sponsored training**

The Diamond level requires an additional 100 hours of training beyond the Platinum level. Diamond level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 350 hours of training
- ◆ Diamond cut glass serving piece
- ◆ Letter of commendation sent to authorized representative and superintendent

## **SNA and SNAKS Professional Organizations**

The School Nutrition Association (SNA) is a nonprofit, professional organization for Child Nutrition Program Personnel. Its mission is “To advance good nutrition for all children.” SNA membership includes state and local food service directors and supervisors, food service managers and other food service workers and educators throughout the United States.

Membership is open to persons engaged in nonprofit school food service or related activities in public, private and parochial schools, and colleges and universities. SNA has affiliated school food service associations in all 50 states, the District of Columbia and Guam. The School Nutrition Association of Kansas (SNA-KS) is the state affiliate organization.



## SNA and SNA-KS Membership Benefits

Benefits of SNA and SNAKS membership include:

- ◆ Receiving SNA's journal, *School Foodservice and Nutrition*, which is published 11 times a year – This award-winning magazine provides an important line of communication among members, officers, industry and SNA staff. It includes the latest information on administrative procedures, management and organization, personnel practices, food preparation and equipment.
- ◆ Opportunities to participate in national and state conferences at a discounted rate
- ◆ Scholarships
- ◆ Low-cost insurance
- ◆ Access to the exceptional SNA website that offers a wealth of information and many resources exclusively for members
- ◆ Knowing that membership dues help maintain federal support for child nutrition programs - SNA is an advocate for Child Nutrition Programs in Washington D.C.
- ◆ The opportunity to gain recognition as a professional in the field of child nutrition by becoming certified or credentialed by SNA

To learn more about SNA, visit its website at [www.schoolnutrition.org](http://www.schoolnutrition.org). The School Nutrition Association of Kansas (SNA-KS) website is [www.sna-ks.org](http://www.sna-ks.org).

## SNA Certification and Credentialing

Earning a Certificate in School Nutrition increases knowledge of food safety and nutrition and demonstrates commitment to your profession. SNA's Certificate Program is based on the standards of practice in SNA's Keys to Excellence Program and aligns with USDA Professional Standards.

SNA's credentialing program enhances the professional image and development of school food and nutrition personnel. Candidates must meet eligibility requirements and demonstrate their knowledge by passing an exam. Successful candidates are awarded the credential of School Nutrition Specialist (SNS). The Credentialing Program includes standards for academic and specialized professional development, knowledge and skills. To learn more about SNA certification and credentialing information is available at <https://schoolnutrition.org/certificate-and-credentialing/>.

## Sample Job Description: Food Service Director

**Purpose:** The food service director oversees the operation of the school nutrition program, may act as authorized representative of the sponsor to the Kansas State Department of Education (KSDE) and is responsible for compliance of the sponsor with state and federal regulations and requirements related to the school nutrition program.

**Responsible to:** Superintendent of schools

**Payment Rate:** Established annually by the board of education

### Qualifications:

1. High school diploma and completion of college level classes in business, computerized information management, nutrition, accounting and/or other job-related classes
2. Experience in Child Nutrition Program or institutional food preparation and kitchen management
3. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
4. Personnel management skills
5. Verbal and written communication skills
6. Record keeping, math and accounting skills
7. Ability to use computers
8. Ability to interact with students and staff in a consistently pleasant manner
9. Working knowledge of safe food handling procedures and completion of KSDE's and the Kansas Department of Agriculture (KDA's) food safety professional development requirements
10. Training skills or willingness to encourage and support professional development of staff
11. Desire to continue career growth
12. Working knowledge of safe food handling procedures and completion of USDA's Professional Standards requirement of at least 8 hours of approved food safety instruction not more than 5 years prior to start date or completion within 30 days of director's start date.

### Essential Functions:

1. Direct and administer school food and nutrition program to provide nutritious meals and safeguard the health of students, staff and visitors.
2. Ensure that all activities conform to school, community and KSDE standards.
3. Communicate effectively with school staff, students and the community.
4. React to change productively and handle activities as assigned.
5. Support the value of education.
6. Support the philosophy and mission of the sponsor.
7. Provide leadership to employees.
8. Keep accurate and timely records for the sponsor and KSDE.
9. Use professional discretion and follow confidentiality procedures in administering the program.
10. Each year, at least 12 hours of professional development. This required continuing education is in addition to the food safety instruction required of the Food Service Director in the first year of employment.

### Physical Requirements/Environmental Conditions:

1. Prolonged sitting or standing
2. Ability to concentrate in a noisy environment
3. Flexibility in work hours as required to fulfill duties
4. Transportation to schools within the sponsor's area and ability to run errands

## Food Service Facts – Chapter 23, Professional Standards, Personnel Guidelines & Professional Development

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### General Responsibilities:

1. Employ professional management techniques to maintain an effective and efficient school food service operation.
2. Develop short- and long-term goals for the sponsor's school food service program that support the philosophy and policies of the governing board.
3. Ensure Child Nutrition Program (CNP) compliance with all federal, state, and local laws, regulations and policies.
4. Monitor all phases of CNP operation in participating schools and the sponsor's office to ensure high levels of integrity and quality.
5. Establish financial objectives and goals for the CNP. Evaluate and recommend prices to be charged for student and adult meals.
6. Direct the operation of the sponsor's CNP within established guidelines for a financial management system that provides a cost effective program of high integrity.
7. Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state and local laws and policies.
8. Supervise and administer the approval and verification of applications for CNP benefits.
9. Establish and enforce personnel policies and procedures in the CNP according to federal, state, and local regulations and laws.
10. Develop and maintain a current employee handbook.
11. Develop criteria for staffing, training and evaluating that recognize education, experience and responsibility.
12. Recommend employment of food service personnel to supervisor and governing board. Assist in salary determinations.
13. Provide technical assistance and professional development for CNP personnel, school administrators and other school support staff.
14. Evaluate job performance based on standards that clearly define responsibilities of staff positions and provide a performance enhancement program for employees.
15. Develop cost effective menus consistent with principles of good nutrition that meet all local, state, and federal guidelines and regulations for reimbursement.
16. Assess consumer preferences, industry trends and current research to plan menus that encourage participation.
17. Work with parents, school staff, teachers and physicians to plan menus for children with special needs.
18. Implement a cost effective procurement system that complies with federal, state and local laws and regulations.
19. Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, sponsor's needs and nutrition objectives.
20. Establish standards for receiving, storage and inventory based on sound principles of management.
21. Assist with designing and planning for an appropriate and efficient facility that ensures high quality customer service, wholesome food production and simplified workflow.
22. Determine equipment needs and specifications consistent with budget and other constraints.
23. Establish procedures to effectively ensure high levels of sanitation are maintained in the storage, preparation and service of food.
24. Develop procedures to ensure the food production system provides nutritious food of maximum quality.
25. Ensure operational procedures for food production and distribution adhere to federal, state and local guidelines and regulations.
26. Establish quality standards for the presentation and service of food.
27. Develop guidelines for providing services in response to disaster or emergency feeding.
28. Develop a marketing plan that attracts students, teachers, administrators, support staff and community.
29. Provide information to encourage and secure support from the governing board, administration, faculty, students and community for the CNP.
30. Establish role of CNP as a resource of expertise in the development and presentation of nutrition education materials and activities.
31. Cooperate with and assist KSDE child nutrition consultants during reviews of the CNP. Take action to promptly and effectively implement corrective action.

## Sample Job Description: Food Service Site Manager

**Purpose:** The food service site manager supervises kitchen operations. The site manager must work closely with the sponsor's food service director and usually with the building principal.

**Responsible to:** Food service director or school administrator

**Payment Rate:** According to the classified salary schedule

### Qualifications:

1. High school diploma or equivalent and ability to perform basic math functions including addition, subtraction, multiplication, division and working with fractions and percentages
2. Experience in institutional or large scale food preparation and kitchen management
3. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
4. Personnel and management skills
5. Verbal and written communication skills
6. Record keeping and accounting skills
7. Ability to interact with students and staff in a consistently pleasant manner
8. Working knowledge of safe food handling procedures and completion of KSDE's and the Kansas Department of Agriculture (KDA's) food safety professional development requirements
9. Willingness to encourage and support professional development of staff
10. Desire to continue career growth

### Essential Functions:

1. Supervise and coordinate food service to provide nutritious meals and safeguard the health of students, staff and visitors.
2. Keep accurate and timely records for the sponsor and KSDE.
3. Ensure that all activities conform to school, community and KSDE standards.
4. Communicate effectively with school personnel, students and community.
5. React to change productively and complete tasks as assigned.
6. Have knowledge concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use.
7. Use professional discretion and observe procedures of confidentiality in managing staff and administering the program.
8. Use good communication and supervisory skills in working with other team members and students.
9. Attend classes, in-services and workshops assigned by supervisor.
10. Support the philosophy and mission of the sponsor.
11. Attend classes, in-services and workshops assigned by supervisor. Each year, at least 10 hours of professional development is required.

### Physical Requirements/Environmental Conditions:

1. Able to tolerate prolonged sitting or standing
2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
3. Capable of stooping, bending and reaching
4. Able to concentrate in a noisy environment
5. Flexibility to work hours as required to fulfill duties
6. Able to drive, transport food to other schools as necessary and to run errands

### General Responsibilities:

1. Maintain integrity and accountability of the Child Nutrition Program (CNP) through compliance with all federal, state, and local regulations.

## Food Service Facts – Chapter 23, Professional Standards, Personnel Guidelines & Professional Development

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2. Operate the CNP within established guidelines for a financial management system that provides a cost effective program of high integrity.
3. Provide effective office organization and good paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local laws and policies.
4. Attend scheduled manager's meetings and participate in planning and conducting meetings/trainings as requested.
5. Manage the CNP staff according to all federal, state, and local employment laws, policies, and regulations.
6. Communicate effectively with supervisor and other employees.
7. Create an atmosphere that enhances employee productivity and satisfaction in the workplace.
8. Implement organizational techniques to accomplish job tasks with efficiency and maximum development of human resources.
9. Establish professional status for the CNP in the education community by acquiring the education and skills necessary for leadership and management roles.
10. Provide supervision and on-the-job training to assure that all policies and established procedures are followed.
11. Encourage all kitchen staff to attend applicable inservice meetings and training classes.
12. Assign work schedules and day-to-day assignments of specific job tasks.
13. Make arrangement for substitute workers from the approved list of substitutes to fill in for regular staff members when they are absent.
14. Plan and provide menus that meet current nutritional standards and meal pattern requirements and that encourage participation.
15. Coordinate food items for a la carte sales.
16. Accurately complete monthly inventory of food and non-food supplies. Assure that all supplies are on hand for the day's preparation before needed.
17. Order and maintain adequate supplies of equipment, food and non-food supplies. Write weekly market orders and submit to food service director on agreed upon day.
18. When groceries are delivered, check-in by visually counting each item, noting if specification was met, order was correctly filled and if quality of product is acceptable. Make corrections on invoice while the delivery personnel are still on site. Return items that do not meet specifications.
19. Provide an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
20. Train staff to correctly use equipment. Establish and maintain schedules for maintenance. Complete an annual inventory of equipment.
21. Provide a safe environment for performance of work. Report any accidents in the kitchen to the food service director or school administrator in a timely manner.
22. Apply management principles to establish and maintain high standards of control for quality food production and distribution.
23. Assist staff members as needed and help them improve their performance so that daily assistance is not necessary.
24. Provide a system for preparing and maintaining records that reflects an accurate report of planned menus, food produced and food discarded.
25. Supervise the transport of food and non-food supplies to other serving sites. Complete the written communication concerning the menu, serving sizes, special instructions, etc. and provide to the satellite server.
26. Establish quality standards for the presentation and service of food.
27. Implement a marketing plan to create an atmosphere that attracts and pleases students, teachers, administrators and other school support staff.
28. Provide leadership which promotes the importance of child nutrition and creates an interest in the role of the school nutrition program in the school and community.
29. Assist teaching staff with nutrition projects as approved by the food service director, including supplying foods needed, kitchen tours, kindergarten orientation, special occasions for parents, open house tours and other student involvement activities.
30. Complete other duties as assigned by the food service director or administrative staff.

## **Sample Job Description: Cook**

**Purpose:** The cook assists in the supervision of food preparation and supervises kitchen operations in the absence of the food service site manager. To accomplish these tasks, the cook must work closely with the staff and administration of the sponsor.

**Responsible to:** Food service site manager

**Payment Rate:** According to the classified salary schedule

### **Qualifications:**

1. High school diploma or equivalent and ability to pass the sponsor's math test
2. Experience in institutional or large scale food preparation and kitchen management
3. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
4. Successful completion of the Kansas State Department of Education's (KSDE's) food safety training requirement within six months of employment
5. Desire to continue career growth

### **Essential Functions:**

1. Assist in the supervision of food preparation.
2. Supervise kitchen operations in the absence of the food service site manager.
3. Ensure that all activities conform to local, state and federal standards.
4. Communicate effectively with school personnel, students and the community.
5. React to change productively and complete tasks as assigned.
6. Appropriately operate all equipment as required.
7. Attend classes, in-services and workshops as assigned by child nutrition program manager or director. Each year, at least 6 hours of professional development for staff who are not directors or managers and who work 20 hours or more per week. Each year, at least 4 hours of professional development for staff who are not directors or managers and who work less than 20 hours per week.
8. Support the philosophy and mission of the sponsor.

### **Physical Requirements/Environmental Conditions:**

1. Able to tolerate prolonged sitting or standing
2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
3. Capable of stooping, bending and reaching
4. Able to work effectively in a noisy and crowded environment
5. Able to tolerate working in and around food service related fumes and odors

### **General Responsibilities:**

1. Assist the food service site manager in food service operations.
2. Prepare food items to be served in planned quantities at a stated time.
3. Assist in directing the activities of other employees.
4. Assist in training and coaching employees.
5. Follow written and verbal instructions.
6. Know and practice basic principles of quantity food cookery.
7. Practice proper operation of equipment to assure safety and avoid damage to equipment.
8. Clean and sanitize equipment properly.
9. Follow standardized recipes carefully; weigh and measure food ingredients accurately.
10. Maintain clean work area.
11. Assist with service as needed, using established portion control standards.
12. Practice good personal hygiene and food safety.
13. Observe sponsor's policies during all activities.
14. Prepare accurate time sheets for each pay period.
15. Seek out new information, innovative ideas and techniques.
16. Complete other duties as assigned by the food service site manager.

## Sample Job Description: Assistant Cook

**Purpose:** The assistant cook aids the cook in food preparation. To accomplish these tasks the assistant cook must work closely with cooks and the food serviced site manager.

**Responsible to:** Food service site manager

**Payment Rate:** According to the classified salary schedule

### Qualifications:

1. High school diploma or equivalent and ability to pass the sponsor's math test
2. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
3. Successful completion of the Kansas State Department of Education's (KSDE's) food safety training requirement within six months of employment
4. Desire to apply training received

### Essential Functions:

1. Assist in the preparation of food.
2. Measure and read measuring devices and convert measurements (e.g. from cups to gallons, ounces to pounds, etc.).
3. Read and follow recipes.
4. Practice proper cleaning and sanitizing procedures.
5. Communicate effectively with school, students and the community.
6. React to change productively and complete tasks as assigned.
7. Appropriately operate all equipment required.
8. Attend classes, in-services and workshops as assigned by child nutrition program manager or director. Each year, at least 6 hours of professional development for staff who are not directors or managers and who work 20 hours or more per week. Each year, at least 4 hours of professional development for staff who are not directors or managers and who work less than 20 hours per week.
9. Support the philosophy and mission of the sponsor.

### Physical Requirements/Environmental Conditions:

1. Able to tolerate prolonged sitting or standing
2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
3. Capable of stooping, bending and reaching
4. Ability to work effectively in a noisy and crowded environment
5. Able to tolerate working in and around food service related fumes and odors

### General Responsibilities:

1. Prepare or assist in preparing food as assigned.
2. Assist with service of food to students and adults as assigned using portion control standards.
3. Complete clean-up duties and dishwashing duties as assigned.
4. Follow proper food handling to maintain food quality and ensure food safety.
5. Operate kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
6. Report food supply needs and equipment problems to the food service site manager.
7. Prepare accurate time sheets for each pay period.
8. Maintain job skills to perform assigned duties and participate in available training programs.
9. Observe sponsor's policies during all activities.
10. Practice good personal hygiene and food safety.
11. Complete other duties as assigned by the food service site manager.

## Sample Job Description: Satellite Server

**Purpose:** The satellite server is responsible for serving meals and clean-up as needed. To accomplish these tasks, the satellite server must work closely with the food service site manager.

**Responsible to:** Food service site manager

**Payment Rate:** According to the Classified Salary Schedule

### Qualifications:

1. High school diploma or equivalent and ability to pass the sponsor's math test
2. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
3. Successful completion of KSDE's food safety training requirement within six months of employment
4. Desire to apply training received

### Essential Functions:

1. Know of or learn basics of quantity cooking.
2. Communicate effectively with members of the food service staff, students, sponsor's staff and the community.
3. Work cooperatively with all personnel.
4. React to change productively and complete tasks as assigned.
5. Appropriately operate all equipment required.
6. Attend classes, in-services and workshops as assigned by child nutrition program manager or director. Each year, at least 6 hours of professional development for staff who are not directors or managers and who work 20 hours or more per week. Each year, at least 4 hours of professional development for staff who are not directors or managers and who work less than 20 hours per week.
7. Support the sponsor's mission and goals.

### Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials
3. Requires stooping, bending and reaching
4. Must work in a noisy and crowded environment
5. Must work in and around fumes and odors

### General Responsibilities:

1. Prepare condiments for meal service.
2. Check to see how many students, staff and guests are expected to eat each meal.
3. Check to ensure all menu items are available and are offered.
4. When food is delivered/returned, checks and records the quantities, temperatures, acceptability and appearance.
5. Serve meals to students and adults at the specified time.
6. Use portion control standards as specified by the food service site manager or food service director.
7. Keep serving area clean at all times.
8. Wash and sanitize small equipment used in meal service or returned to base kitchen.
9. Report any faulty equipment or accidents to food service site manager, food service director or building principal in a timely manner.
10. Help with any phase of kitchen operations as necessary.
11. Practice good personal hygiene and food safety.
12. Complete other duties as assigned by the food service site manager.