

# Designing Your Employee Training Plan

COURSE FOR SCHOOL NUTRITION DIRECTORS



Health and Nutrition Services  
Arizona Department of Education







# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.



# Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **National School Lunch Program (NSLP)**. **Specifically, this training will provide school nutrition program directors with hiring standards for new directors and professional standards training standards for all school nutrition program staff.**

# Objectives

**At the end of this training, attendees should be able to:**

- understand hiring standards and professional standards for school nutrition program staff;
- develop employee training plans; and,
- develop a plan for tracking school nutrition staff training.

## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

**Training Title:** Designing Your Employee Training Plan: A Course for School Nutrition Directors

**Key Area:** 3000 - Administration

**Learning Code:** 3430

**Length:** 1.5 hours





Please open the *Designing Your Employee Training Plan* guide to follow alongside this online training.

[Click here](#) to access the manual.



# Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.





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# Introduction

*Please refer to the Introduction in the  
Designing Your Employee Training  
Plan Guide*

## SECTION 1





# Introduction

## HEALTH, HUNGER-FREE KIDS ACT

- The Healthy, Hunger-Free Kids Act of 2010 aims to institute minimum hiring standards for new State and local school nutrition directors and establish annual training standards for all school nutrition professionals.
- These standards will ensure school nutrition personnel have the knowledge, training, and tools to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.





# Professional Standards

## WHO DOES IT APPLY TO?

Professional Standards apply to all school nutrition employees in the National School Lunch and School Breakfast Programs, whether the School Food Authority (SFA) operates the school nutrition program or contracts with a food service management company.

## Job Categories

- USDA has created job categories to encompass the diverse job titles SFAs provide to their school nutrition employees.
- The job categories (Director, Manager, Other Staff) are general enough to cover most school nutrition program employees and will ensure SFAs can identify which of the Professional Standards requirements are required for each of their employees.
- Job categories are determined by an employee's job duty rather than their job title.
- Job categories Director, Manager, and Staff are defined on the following slides.



# Director

## JOB CATEGORY

- Directors are the individuals responsible for the operation of school nutrition programs for all schools under the Local Educational Authority (LEA). This individual plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program.
- Directors must meet hiring standards if hired on or after July 1, 2015, and all Directors, regardless of their hire date, must meet annual training standards.

## DUTIES

Duties generally include:

- sanitation,
- food safety,
- employee safety,
- nutrition and menu planning,
- food production,
- facility layout and design,
- equipment selection,
- procurement,
- financial management,
- record-keeping,
- program accountability,
- marketing,
- customer service,
- nutrition education,
- general management,
- personnel management and
- computer technology.



# Manager

## **JOB CATEGORY**

- Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.
- Must meet the annual training standards.

## **DUTIES**

Duties generally include:

- day-to-day food services operations at one or more sites



# Other Staff

## JOB CATEGORY

- A staff person (full-time and part-time) involved in the operation of food service.
- Typically, staff do not have management responsibilities.
  - Full-time staff members working on program activities for 20 or more hours per week must comply with the full-time training requirements.
  - Part-time staff members working on program activities less than 20 hours per week must comply with the part-time training requirements.
- Other Staff, both full-time and part-time, must meet the annual training standards.

## DUTIES

Duties generally include:

- prepare and serve meals,
- process transactions at the point of service, and
- review the free/reduced-price applications
- other routine work



# Other Staff

## JOB CATEGORY

- Non-program staff are persons who provides support to, but are not specifically involved in, the operation of the school nutrition program, such as the cleaning custodian.
- Non-program staff members who work part-time on school nutrition program activities throughout the school year must also comply with the training requirements.

## DUTIES

Duties generally include:

- providing part-time support to operations.



Key Terms

Local Education Agency (LEA)	Local Education Agency means a public board of education or other public or private non-profit authority legally constituted within a State having administrative control of schools.
Learning Objective	Specific objective/topics defined by USDA for continuing education/training standards for all school nutrition personnel. Learning objectives consist of the four key areas.
Learning Topic Code	The required topic identifier for learning activities similar like this one: 01
Mid-Year Mile	An email 1 or later
Non-Interactive Training	Non-interactive training
Non-Profit School Food Service Account	Non-profit account conduct of school improvement and public program
Non-Program Staff	A person who operates
Part-Time Employee	In the context of 201 or more working of more
Related Field	Refers to specific program limited to hospital
Relevant School Nutrition Programs Experience	Typically and 50% (CACFP) school

Relevant School Nutrition Programs Experience

Key Terms

Food Service Management Company (FSMC)	A commercial enterprise, either a SFA or non-profit organization, that provides food service to schools. The SFA or FSMC is then responsible for the food service.
Full-Time Employee	An employee that works
General Education Degree (GED)	"General Education Degree" is a high school diploma or equivalent.
Healthy Hunger for Relief Act of 2010	Improving child nutrition. The Healthy Hunger for Relief Act of 2010. The policy for USDA's core of Lunch Program, the National Supplemental Nutrition Program (NSLP), the Summer Food Service Program, the USDA, for the first time, reforms to the school to the national nutrition and
Institute of Child Nutrition (ICN)	Formerly known as the Institute of Food and Nutrition (IFN), is the dedicated to applied to technical assistance for
Interactive Training	Training relevant to job Standard learning objectives may include e-learning, online course training such as interactive. Training activities for Professional Standards
Job Category	The job categories (the USDA for school nutrition employees identifying) are required.
Job Description	A list that a person might responsibilities of a job position reports, specific needed by the person is
Job Duty	Eight hours of food safety training, every 3 years, is required for program directors.

Relevant School Nutrition Programs Experience

Key Terms

In order to ensure Professional Standards regulations are understood, School Nutrition Program Directors must have knowledge of basic key terms related to the Professional Standards. A list of key terms that will be used in the course is provided. This may want to add to the list during the course.

Associate's Degree	A two-year degree comprised of at least 60 college credits.
Allowable and Non-Allowable Training Expenses	Costs associated with training that are allowable or not allowable under the non-profit school food service account. Director, manager, and staff training is an allowable use of the non-profit school food service account. College tuition and expenses to help a newly hired director meet hiring requirements are not allowable expenses.
Bachelor's Degree	A four-year degree comprised of at least 120 college credits.
"Back to School" Training	Training on security procedures, building operations, etc. that does not count toward the annual Professional Standards training standards. Only training that focuses proper administration and operation of the school nutrition programs would count toward training standards.
Civil Rights Training	Annual required training for school nutrition program staff that covers the Civil Rights Provision in CFR 200.3(b) of the NSLP regulations, the FNS Instruction 1522, meal substitutions for medical or other special dietary needs, and issues that limit equal access to school meals. These trainings may contribute towards the annual training standards.
Equivalent Education Experience	Term refers to college credits completed by an individual who does not possess a Bachelor's or Associate's degree. For example, to meet the hiring standard of an Associate's degree, a person would be expected to have at least 60 college credits, which is generally the number of credits required by a college or university to confer an Associate's degree.
FNS (USDA) Training Tracking Tool	A Microsoft Access user-friendly tool designed and maintained by USDA that does not require internet access. This free tool is available to download and will let users record the annual training hours for all school nutrition program directors, managers and staff.
Food Delivery Staff	A person who monitors refrigeration, food temperatures, monitoring/delivery sheets, and is expected to complete annual training on topics such as proper handling, delivery and storage of perishable food products to ensure safety of school meals and prevent food waste.
Food Safety Training	Eight hours of food safety training, every 3 years, is required for program directors.

Relevant School Nutrition Programs Experience

Key Terms

In order to ensure Professional Standards regulations are understood, School Nutrition Program Directors must have knowledge of basic key terms related to the Professional Standards.

Please review the key terms found in the guide at the end of the Introduction.



# Hiring Standards

*Please refer to Chapter 1: Hiring  
Standards in the Designing Your  
Employee Training Plan Guide*

## SECTION 2





# Hiring Standards

## OVERVIEW

- SFAs must ensure that all school nutrition program directors hired on or after July 1, 2015, meet the Professional Standards hiring requirements; hiring education standards as well as the required training hours in food safety.
- Hiring education standards are dependent on the enrollment of the LEA and are divided into three LEA size categories: fewer than 2,500 students, 2,500-9,999 students, and 10,000 or more students.
- In order to be in compliance, SFAs must retain documentation for their newly hired Directors that supports their education and work experience (i.e. transcripts, resumes etc.), and food safety training.
  - Interim or acting school nutrition directors expected to serve for more than 60 business days must meet the hiring standards unless ADE has granted an exception.



I. EDUCATION STANDARDS FOR SCHOOL NUTRITION DIRECTORS

Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Bachelor's degree, or equivalent educational experience, with academic major in specific areas;  OR  <del>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</del>  OR  Associates degree or equivalent educational experience, with academic major in specific areas, and at least one year of relevant food service experience;  OR  High school diploma (or GED) and at least three years of relevant food service experience;  (LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years experience.)	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;  OR  <del>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</del>  OR  Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience;  OR  Associates degree or equivalent educational experience, with academic major in specific areas,* and at least two years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;  OR  <del>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</del>  OR  Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.

Hiring Standards

- Note: The State of Arizona does not have/offer a certificate for School Nutrition Directors.
- Equivalent educational experience refers to college credits completed by an individual who does not possess a bachelor's or an associate degree. 60 college credits is generally the number of credits required to obtain an associate's degree. 120 college credits is generally the number of credits required for a bachelor's degree. An SFA must keep documents, such as college records, that show that the equivalent educational experience supports the hiring decision.
- Relevant school nutrition programs experience refers to previous work experience in the NSLP and SBP, and/or experience in other child nutrition programs (the Child and Adult Care Food Program and/or the Summer Food Service Program) if the latter experience is gained from working in a school. The rationale for hiring decisions must be well-supported and documented.



## Flexibilities

LEAs with 2,499 or fewer students can now require relevant food service experience rather than school nutrition program experience for new directors.

- Candidates with documented volunteer or unpaid work as relevant experience can be considered.

LEAs with fewer than 500 students can accept a candidate who has less than the required years of food service experience.

# Hiring Standards

## HIRING FLEXIBILITY

- USDA has added flexibilities to hiring standards for new directors in small LEAs.
- Small LEAs are those with 2,499 or fewer students.
- The goal of these flexibilities is to reduce the challenges that small LEAs face when needing to hire a new director who meets these hiring requirements.
- LEAs with 2,499 students or fewer, require relevant food service experience, rather than specific school nutrition program experience. Hiring a new director with school nutrition program experience is a best practice. ADE may approve, on an individual basis, documented volunteer or unpaid work as relevant food service experience for these LEAs.

# Hiring Standards

## FOOD SAFETY REQUIREMENT

- Food safety is a critical aspect of the Food Service operation that affects students each day.
- Directors hired on or after July 1, 2015, are required to have at least eight hours of food safety training (within the past five years) prior to the Director's starting date or complete these hours within 30 days of their start date.
- Directors hired on or after July 1, 2015, are required to complete eight hours of food safety training every five years.
- As best practice, all School Nutrition Directors, regardless of hire date, should comply with the requirement of eight hours of food safety training every five years.
  - Note-Food safety certifications/cards do not fulfill this requirement. A Director must be able to show that eight hours of food safety training were completed.





# Hiring Standards

## **DIRECTORS HIRED BEFORE JULY 1, 2015**

The Professional Standards regulation states that current (hired prior to July 1, 2015) School Nutrition Program Directors will be grandfathered in, and thus, will not be required to meet the new hiring standards and may continue to serve in their current positions.

- SNP Directors hired prior to July 1, 2015, may fill a new Director position after July 1, 2015, for the same size LEA enrollment category or a smaller LEA enrollment category, without meeting the hiring standards. For example, a move from an LEA with 4,000 students (the 2,500–9,999 category) to an LEA with 7,000 students (the 2,500–9,999 category).
- SNP Directors hired prior to July 1, 2015, must meet the hiring standards when applying for a director position after July 1, 2015, within a larger enrollment category. For example, to move from an LEA with 4,000 students (the 2,500–9,999 category) to an LEA with 12,000 students (the 10,000 or more category), a grandfathered Program Director must meet the hiring standards established for the 10,000+ LEA.



# Hiring Standards

## **DIRECTOR TITLE**

It is not necessary for current staff persons who perform the role of the school nutrition director to change their job title if that title is not Director. It is required that each SFA recognize the staff member who is performing Director duties. This staff member would be assigned the USDA job category of Director and must comply with Professional Standards requirements. Each LEA must have someone designated to the Professional Standards Director category, regardless of that employee's job title.

- For example, if the school is hiring for a food service coordinator yet the job duties align with the category of School Nutrition Director, it is not necessary to have “director” in the job title. For purposes of Professional Standards, the school must recognize this position is fulfilling the category of the School Nutrition Director and therefore must comply with the Director hiring requirements.



# Quiz Time

## Scenario 1:

I have a Bachelor's degree in Basket Weaving and have worked the salad bar line in a school cafeteria for 12 years. The school I am applying to has 12,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No





# Quiz Time

## Scenario 1:

I have a Bachelor's degree in Basket Weaving and have worked the salad bar line in a school cafeteria for 12 years. The school I am applying to has 12,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No

**No. The applicant has a bachelor's degree in any field (Basket Weaving) but does not have 5 years of school nutrition program management experience. Working within the salad bar line would not be sufficient as it needs to be five years experience in food service management. The intent of the professional standards regulation is to ensure that new school nutrition program directors have the knowledge and skills to manage the program as required.**





# Quiz Time

## Scenario 2:

I have an Associates degree in Hospitality Management and have managed a school site in a district of 10,000+ students for the past 2 years. The school I am applying to has 6,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No



# Quiz Time

## Scenario 2:

I have an Associates degree in Hospitality Management and have managed a school site in a district of 10,000+ students for the past 2 years. The school I am applying to has 6,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No

**Yes. Hospitality Management could be argued to be a related field. Regardless, the applicant has 2 years of relevant experience.**





# Quiz Time

## **Scenario 3:**

I have 40 college credit hours and have worked as an interim School Nutrition Director for the past 3 months. Previously, I was a front office attendance clerk in the same district for 8 years. I am applying to a neighboring district that has 2,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No



# Quiz Time

## Scenario 3:

I have 40 college credit hours and have worked as an interim School Nutrition Director for the past 3 months. Previously, I was a front office attendance clerk in the same district for 8 years. I am applying to a neighboring district that has 2,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No

**No. The applicant only has 3 months of relevant experience even though the education (assuming high school if college credits were obtained) was met. An associates degree is the educational equivalent of 60 credit hours. Attendance clerk is not relevant experience.**





# Quiz Time

## **Scenario 4:**

I have an Associates degree in Food Service Management and was a School Nutrition Programs Director for 2 years (2013-2015) at a district with 16,000 students. The district I am applying to has 11,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No



# Quiz Time

## Scenario 4:

I have an Associates degree in Food Service Management and was a School Nutrition Programs Director for 2 years (2013-2015) at a district with 16,000 students. The district I am applying to has 11,000 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No

**Yes. The applicant is grandfathered in and is making a move within the same enrollment category.**





# Quiz Time

## **Scenario 5:**

I have a high school diploma and waitressed for 10 years. The district I am applying to has 120 students enrolled. Do I meet the qualifications?

**A** Yes

**B** No



# Quiz Time

## Scenario 5:

I have a high school diploma and waitressed for 10 years. The district I am applying to has 120 students enrolled. Do I meet the qualifications?

**Yes. If the applicant didn't have enough relevant food service experience, the school could ask ADE for approval since the LEA has less than 500 students. The goal of these flexibilities is to reduce the challenges that small LEAs face when needing to hire a new director who meets these hiring requirements. LEAs with fewer than 500 students can accept a candidate who has less than the required years of food service experience.**

**A** Yes

**B** No





# Quiz Time

## **Scenario 5:**

I have 200 college credit hours under an academic major in Nutrition Education and have 4 hours in food safety training. The district I am applying to has 20,000 students. Do I meet the qualifications?

**A** Yes

**B** No



# Quiz Time

## Scenario 5:

I have 200 college credit hours under an academic major in Nutrition Education and have 4 hours in food safety training. The district I am applying to has 20,000 students. Do I meet the qualifications?

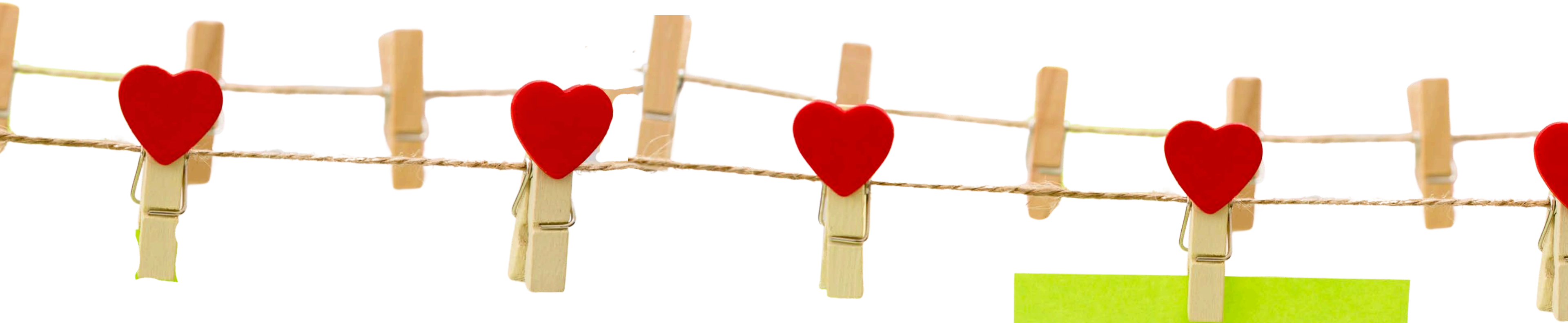
**A** Yes

**B** No

**Yes. The applicant has enough equivalent educational experience. Once hired, the new hire would need the additional four hours of food service training within the first 30 days of employment.**







- A Director may not be hired if they do not meet the education/experience requirements for the LEA enrollment category.
- An applicant can still be hired if they do not have eight hours of food safety training completed. Once hired, *food safety training can be completed within the first 30 operating days of employment.*

**Remember**



# Hiring Standards

## **SUPPORTING DOCUMENTATION**

All School Nutrition Program Directors hired on or after July 1, 2015, must present supporting documentation verifying minimum education/experience standards and food safety training requirements have been met. The SFA must keep this documentation on file at all times to validate compliance.





# Hiring Standards

# ADE TRACKER FORMS

The ADE New Director Hiring Forms outline the applicant's job title, hire date, food safety training, and education/experience.

As best practice, SFAs should use this form to ensure all hiring standards have been met. This form can be filed with the applicant's hiring packet (i.e. resume, transcripts, etc.) and can be used to demonstrate compliance with the hiring standards during an Administrative Review.

### NEW DIRECTOR HIRING FORM

LEA OCTOBER ENROLLMENT: 2,500-9,999

USDA PROFESSIONAL STANDARDS DIRECTOR HIRING STANDARDS

New School Nutrition Program Directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing School Nutrition Program Directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the Local Educational Agency (LEA).

Complete this form and attach all supporting education/work experiences to document Director hiring compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

**GENERAL INFORMATION**

LEA October Enrollment:

Job Title:

**GENERAL INFORMATION**

Applicant's Name:

Highest Level of Education:

Academic Major:

**EDUCATION STANDARDS FOR 2,500-9,999 STUDENT ENROLLMENT CATEGORY**

The Applicant must qualify for one of the Education Standards for LEAs with 2,500-9,999 students:

☐ Bachelor's degree, or equivalent educational experience\*, with academic major in:

☐ Bachelor's degree in any academic major and at least two years of relevant

☐ Associate's degree, or equivalent educational experience\*, with academic major in

☐ relevant school nutrition programs experience

☐ Applicant does not meet criteria.

\*Equivalent educational experience refers to college credits completed by an individual with degree.

\*\*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, education, culinary arts, business, or a related field.

**SUPPORTING EDUCATION/WORK EXPERIENCE DOCUMENTATION**

**NEW HIRE INFORMATION**

Name/Title:

☐ It is understood that the LEA must have documentation readily available for the ADE that supports how the new hire has met the education standards.

☐ It is understood that if the new hire does not have eight hours of food safety training, the new hire must complete eight hours within 30 calendar days of start date.

☐ New hire completed eight hours of food safety training on: \_\_\_\_\_

☐ New hire will need to complete eight hours of food safety training by: \_\_\_\_\_

☐ It is understood this new hire will need to complete and document 12 hours of job-specific training each program year.

### NEW DIRECTOR HIRING FORM

LEA OCTOBER ENROLLMENT: 2,499 OR LESS

USDA PROFESSIONAL STANDARDS DIRECTOR HIRING STANDARDS

New School Nutrition Program Directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing School Nutrition Program Directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the Local Educational Agency (LEA).

Complete this form and attach all supporting education/work experiences to document Director hiring compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

**GENERAL INFORMATION**

LEA October Enrollment:

Job Title:

**GENERAL INFORMATION**

Applicant's Name:

Highest Level of Education:

Academic Major:

**EDUCATION STANDARDS FOR 2,499 OR LESS STUDENT ENROLLMENT CATEGORY**

The Applicant must qualify for one of the Education Standards for LEAs with 2,499 or less students:

☐ Bachelor's degree, or equivalent educational experience\*, with academic major in:

☐ Associate's degree, or equivalent educational experience\*, with academic major in

☐ relevant food service experience

☐ High School Diploma or GED, and at least three years of relevant food service

☐ (For LEAs with less than 500 students only) ADE approval letter in response to educational standards but has less than three years' experience.

☐ Applicant does not meet criteria.

\*Equivalent educational experience refers to college credits completed by an individual with degree.

\*\*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, education, culinary arts, business, or a related field.

**SUPPORTING EDUCATION/WORK EXPERIENCE DOCUMENTATION**

**NEW HIRE INFORMATION**

Name/Title:

☐ It is understood that the LEA must have documentation readily available for the ADE that supports how the new hire has met the education standards.

☐ It is understood that if the new hire does not have eight hours of food safety training, the new hire must complete eight hours within 30 calendar days of start date.

☐ New hire completed eight hours of food safety training on: \_\_\_\_\_

☐ New hire will need to complete eight hours of food safety training by: \_\_\_\_\_

☐ It is understood this new hire will need to complete and document 12 hours of job-specific training each program year.

### NEW DIRECTOR HIRING FORM

LEA OCTOBER ENROLLMENT: 10,000 OR MORE

USDA PROFESSIONAL STANDARDS DIRECTOR HIRING STANDARDS

New School Nutrition Program Directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing School Nutrition Program Directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the Local Educational Agency (LEA).

Complete this form and attach all supporting education/work experiences to document Director hiring compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

**GENERAL INFORMATION**

LEA October Enrollment:

Job Title: Job Description Attached ☐

**GENERAL INFORMATION**

Applicant's Name:

Highest Level of Education: Years of School Nutrition Experience: \_\_\_\_\_

Academic Major:

**EDUCATION STANDARDS FOR 10,000 OR MORE STUDENT ENROLLMENT CATEGORY**

The Applicant must qualify for one of the Education Standards for LEAs with 10,000 students or more. (Check one)

☐ Bachelor's degree, or equivalent educational experience\*, with academic major in specific areas\*\*

☐ Bachelor's degree in any academic major and at least 5 years' experience in management of school nutrition

☐ programs Applicant does not meet criteria.

\*Equivalent educational experience refers to college credits completed by an individual who does not possess a bachelor's or an associate's degree.

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

**SUPPORTING EDUCATION/WORK EXPERIENCE DOCUMENTATION**

**NEW HIRE INFORMATION**

Name/Title: Hire Date: \_\_\_\_\_

☐ It is understood that the LEA must have documentation readily available for the Arizona Department of Education (ADE) that supports how the new hire has met the education standards.

☐ It is understood that if the new hire does not have eight hours of food safety training within the past five years, the new hire must complete eight hours within 30 calendar days of start date.

☐ New hire completed eight hours of food safety training on: \_\_\_\_\_ ☐ Attached Training Records

☐ New hire will need to complete eight hours of food safety training by: \_\_\_\_\_ ☐ Attached Training Records

☐ It is understood this new hire will need to complete and document 12 hours of job-specific training each program year.

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- The ADE New Director Hiring Forms are specific to district size and can be found at <http://www.azed.gov/hns/nslp/forms>

# Hiring Standards

## SP 05-2020

Please review the frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

### Chapter 1: Hiring Standards

#### VI. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

**(3) How are the State and local directors affected by the new hiring standards?**

State agency directors of school nutrition programs and State agency directors of distributing agencies in their positions prior to July 1, 2015, as well as SFA directors of the school nutrition program in their positions prior to July 1, 2015, may continue to serve in their existing positions without having to meet the hiring standards. Directors hired on or after July 1, 2015, must meet the hiring standards included in the regulations. Directors hired on or after April 30, 2019, may use the flexibilities provided by the Hiring Flexibility Under Professional Standards rule.

**(4) What are the career advancement/enrichment options for current school nutrition program directors who do not meet the hiring standards established by the regulations?**

An individual serving as a program director prior to July 1, 2015 in an SFA may remain in the same position, or diversify their experience by applying to a similar position in any LEA of the same or smaller size category without having to meet the hiring standards for new directors. A current director who wishes to move to a director position at a larger size LEA is required to meet the hiring standards for that LEA size. See the Guide to Professional Standards for School Nutrition Programs for a breakdown of hiring standards based on enrollment at <https://www.fns.usda.gov/school-meals/guide-professional-standards-school-nutrition-programs>.

**(7) Are sample job descriptions available to help local operators determine who is covered by the professional standards for program directors?**

Yes. A sample job description for a program director can be found online at <https://theicn.org/icn-resources-a-z/job-description-template/>.

According to the Institute of Child Nutrition, the job responsibilities that are performed by a program director on a daily, weekly, seasonal, or yearly basis can be grouped as follows:

- Facilities and Equipment Management;
- Financial Management;
- Food Production and Operation Management;
- Food Security, Sanitation, and Safety;



# Section 2: Training Standards

*Please refer to Chapter 2: Training Standards in the Designing Your Employee Training Plan Guide*

SECTION 3





# Training Standards

## OVERVIEW

- Each SFA must ensure that all new and current school nutrition program staff meet minimum annual training requirements with the intent of helping employees enhance their knowledge, skills, and abilities particular to their position.
- All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year (see chart on next slide).
  - Trainings must align with the employee's job duties and must achieve one of the USDA Learning Objectives.
- In order to be in compliance, SFAs must retain documentation for each of their employees' training hours that supports their training was job-specific and met one of the USDA Learning Objectives.



All Directors	12 hours minimum of annual continuing education/training.  **This required education/training is in addition to the food safety training required in the first year of employment.
All Managers	10 hours minimum of annual continuing education/training.
Other Program Full-Time Staff	6 hours minimum of annual continuing education/training.
Other Program Part-Time Staff	4 hours minimum of annual continuing education/training.
Non-Program Staff	4 hours minimum of annual continuing education/training required only for those non-program staff members that provide support to school nutrition programs THROUGHOUT the school year.

Training Standards

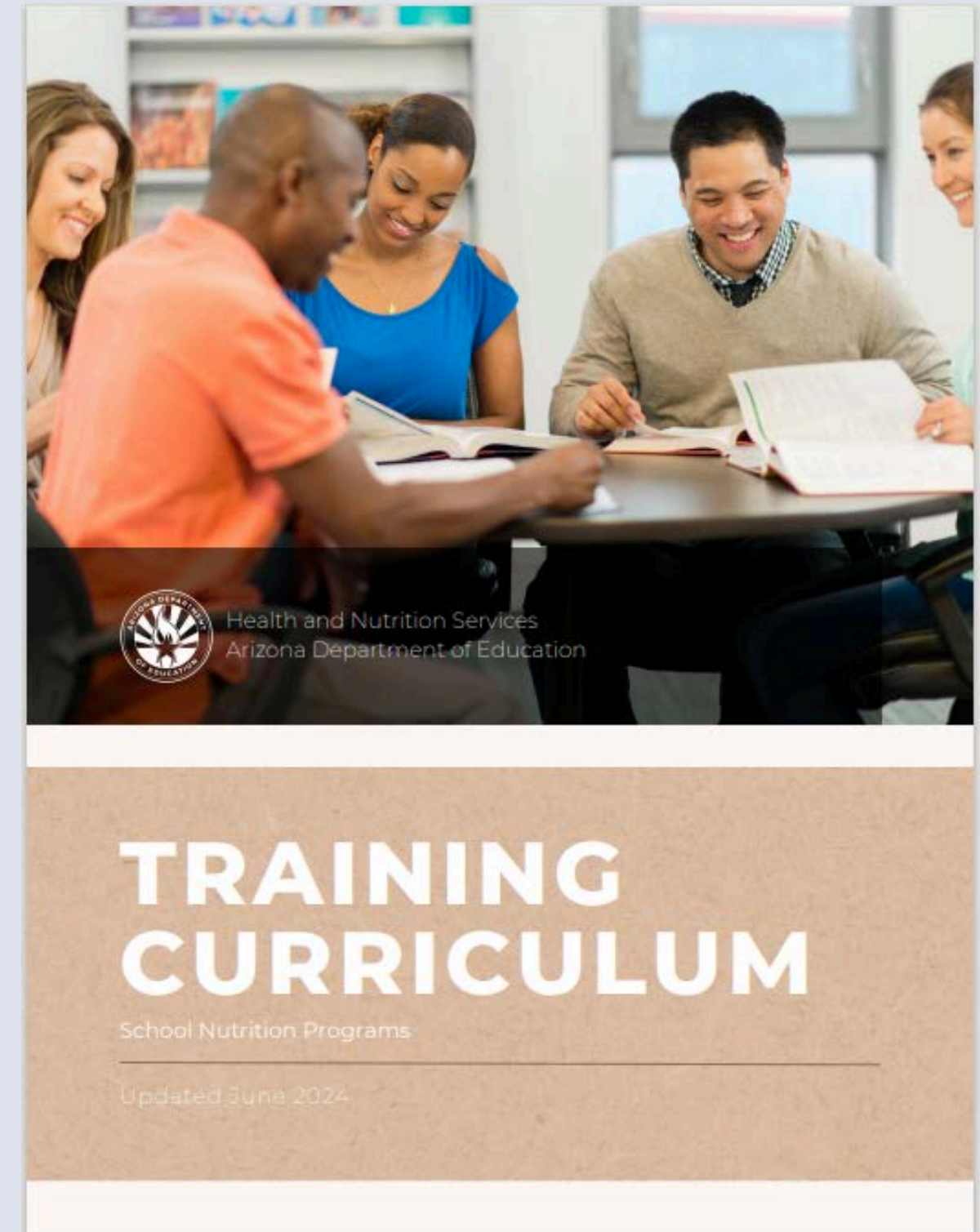
MINIMUM TRAINING HOURS

All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year.

# Training Standards

## ADE'S TRAINING CURRICULUM

- ADE has created a specialized training curriculum based on job duties to help school nutrition professionals in Arizona get started creating training plans for the year.
- Each curriculum provides suggested trainings relevant to a specific role.
- The Training Curriculum for Arizona School Nutrition Professionals can be found in ADE's Training Brochure on the Training and Professional Standards webpage.



[CLICK HERE](#) TO ACCESS THE TRAINING CURRICULUM



# Training Standards

## **CURRICULUM ROLES**

In this brochure, there are eight different designated roles:

- New Director
- Experienced Director
- Student Eligibility Specialist
- Menu Planner
- Kitchen Manager
- Kitchen Staff
- Procurement/Processing Specialist
- Wellness Coordinator/Nutrition Educator



*\*Please note job duties for each role often vary from LEA to LEA; therefore the trainings provided on this list may not be sufficient for every role or job title.*



# Training Standards

## PLANNING TRAINING HOURS

- It is important that all SFAs track and plan their annual training hours to fulfill all employees' training requirements for their specific job categories.
- The Training Curriculum for Arizona School Nutrition Professionals is a tool to help directors plan out training for the year for themselves and all employees.
- This tool highlights trainings available and allows school nutrition professionals to easily plan out their training classes.





# Director

## 12 TRAINING HOURS

- Directors are the individuals responsible for the operation of school nutrition programs for all schools under the LEA. This is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program.
- **The person performing the majority of these duties must complete 12 training hours each year.**  
If director duties are performed by a staff member without the title of Director, that staff member for purposes of Professional Standards, must be recognized by the SFA as performing Director duties and must comply with Professional Standards Director training requirements.

## DUTIES

Duties generally include:

- sanitation,
- food safety,
- employee safety,
- nutrition and menu planning,
- food production,
- facility layout and design,
- equipment selection,
- procurement,
- financial management,
- record-keeping,
- program accountability,
- marketing,
- customer service,
- nutrition education,
- general management,
- personnel management and
- computer technology.

# Manager

## 10 ANNUAL HOURS

- Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.
- **All managers must complete 10 training hours each year.**

## DUTIES

Duties generally include:

- day-to-day food services operations at one or more sites



# Other Staff

## 4 OR 6 ANNUAL HOURS

- Other staff is a staff person involved in the operation of food service. Typically, other staff do not have management responsibilities.
  - Staff working on program activities for 20 or more hours per week must complete 6 training hours each year, meeting the full-time training requirements.
  - Staff working on program activities less than 20 hours per week must complete 4 training hours each year.

## DUTIES

Duties generally include:

- prepare and serve meals,
- process transactions at point of service, and
- review the free/reduced price applications
- other routine work

# Other Staff

## 4 ANNUAL HOURS

- Non-program staff members who work part-time on school nutrition program activities throughout the school year must also comply with the part-time training requirements. Non-program staff members who work on school nutrition program activities for a short period of time during the school year are not required to meet the annual training standards; however, these individuals should receive adequate training specific to the task they will perform.
- Non-program staff meeting this definition must complete 4 training hours each year.

It is best practice to ensure volunteer, temporary, substitute, or acting staff (in any position) receive adequate training.

## DUTIES

Duties generally include:

- providing part-time support to operations.



# Quiz Time

## What are my minimum training hours?

I am the Business Manager for my district. I am also responsible for school nutrition program personnel management, claiming, and menu compliance for the district. My district only has one site and the cook distributes and evaluates income applications and point of service counts. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours



# Quiz Time

## What are my minimum training hours?

I am the Business Manager for my district. I am also responsible for school nutrition program personnel management, claiming, and menu compliance for the district. My district only has one site and the cook distributes and evaluates income applications and point of service counts. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours

**These duties best fit the role of a Director. As such, the Business Manager must complete 12 annual training hours.**





# Quiz Time

## What are my minimum training hours?

My district has 12 schools. I work full-time at one of the schools. I run the register for point of service but am responsible for ensuring all employees in my cafeteria are doing their jobs. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours



# Quiz Time

**What are my minimum training hours?**

My district has 12 schools. I work full-time at one of the schools. I run the register for point of service but am responsible for ensuring all employees in my cafeteria are doing their jobs. What is my Job Category and how many annual training hours must I complete?

**A 12 annual hours**

**B 10 annual hours**

**C 4 or 6 annual hours**

**D 4 annual hours**

**These duties best fit the role of a Manager. As such, they must complete 10 annual training hours.**





# Quiz Time

## What are my minimum training hours?

I work full-time at my 4-site school district. I work in the district office and my title is Attendance Clerk. About 10 hours per week throughout the school year I process the school nutrition program's applications, including running Direct Certification. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours



# Quiz Time

## What are my minimum training hours?

I work full-time at my 4-site school district. I work in the district office and my title is Attendance Clerk. About 10 hours per week throughout the school year I process the school nutrition program's applications, including running Direct Certification. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours

While this employee works full-time at the school, these duties best fit the role of a non-program staff considered part-time in NSLP. As such, this employee must complete 4 annual training hours.





# Quiz Time

**What are my minimum training hours?**

I teach culinary classes at one of the high schools in my district. During lunch, I stand in the cafeteria and ensure the students are eating and behaving. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** none
- D** 4 annual hours



# Quiz Time

**What are my minimum training hours?**

I teach culinary classes at one of the high schools in my district. During lunch, I stand in the cafeteria and ensure the students are eating and behaving. What is my Job Category and how many annual training hours must I complete?

**A 12 annual hours**

**B 10 annual hours**

**C none**

**D 4 annual hours**

**Training is not required.**





# Quiz Time

**What are my minimum training hours?**

My district has one school where I am employed full-time. From 8-12 pm Monday through Friday I cook meals for the lunch and breakfast program and from 12:30-3:30 pm I drive the busses. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours



# Quiz Time

**What are my minimum training hours?**

My district has one school where I am employed full-time. From 8-12 pm Monday through Friday I cook meals for the lunch and breakfast program and from 12:30-3:30 pm I drive the busses. What is my Job Category and how many annual training hours must I complete?

**A** 12 annual hours

**B** 10 annual hours

**C** 4 or 6 annual hours

**D** 4 annual hours

**This employee spends 20 hours a week working for the NSLP program. As such, they are considered Program Staff (full-time) and must complete 6 annual training hours.**





# Quiz Time

## What are my minimum training hours?

I work in a district that contracts with 20 charter schools. I run the staffing and financial management for all 20 of the schools and my position title is Food Service Director. My assistant, the Food Service Coordinator, is in charge of monitoring all sites, food production/ordering, menu planning, and reporting to ADE. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours



# Quiz Time

## What are my minimum training hours?

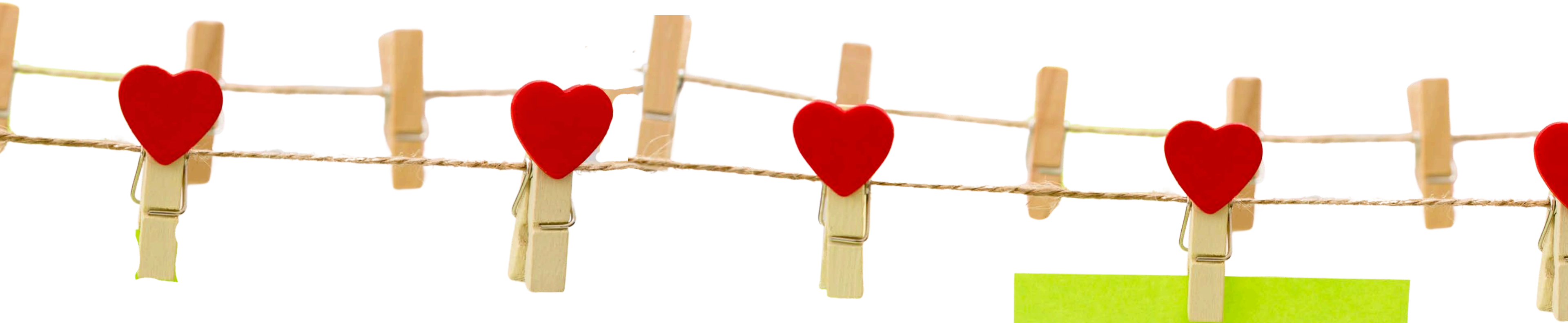
I work in a district that contracts with 20 charter schools. I run the staffing and financial management for all 20 of the schools and my position title is Food Service Director. My assistant, the Food Service Coordinator, is in charge of monitoring all sites, food production/ordering, menu planning, and reporting to ADE. What is my Job Category and how many annual training hours must I complete?

- A** 12 annual hours
- B** 10 annual hours
- C** 4 or 6 annual hours
- D** 4 annual hours

**Job duties and job titles may differ from district to district. If the school nutrition program director duties are performed by the program manager, then both the director and the manager would be responsible for meeting the training standards for the program directors.**








- Each employee must be categorized into one of USDA's job categories.
- **An employee is categorized by best understanding his/her duties.**
- Once each employee has been categorized, the employee knows how many training hours are required each year.
- All LEAs will have at least 1 Director; LEAs are not required to have a Manager, Other Staff or Non-Program Staff.

Remember

# Training Standards

## KEY AREAS AND LEARNING OBJECTIVES

- Each training completed by a school nutrition program employee must meet at least one of USDA’s learning objectives.
- USDA Learning Objectives are published in the USDA Learning Objectives handout.



United States Department of Agriculture

### Professional Standards Learning Objectives

The Professional Standards Learning Objectives are a resource for school nutrition professionals and trainers. This resource lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing. Each Key Area has several Training Topics and specific learning objectives that will assist those who are planning or taking training. These same categories are used in the on-line database of trainings as well as in the optional Professional standards Training Tracker Tool.

TRAINING TOPICS BY KEY AREAS

KEY AREAS	TRAINING TOPICS
<b>NUTRITION - 1000</b>	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
<b>OPERATIONS - 2000</b>	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)
<b>ADMINISTRATION - 3000</b>	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
<b>COMMUNICATIONS AND MARKETING - 4000</b>	Communications and Marketing (4100)

1

[CLICK HERE](#) TO ACCESS THE HANDOUT



# Training Standards

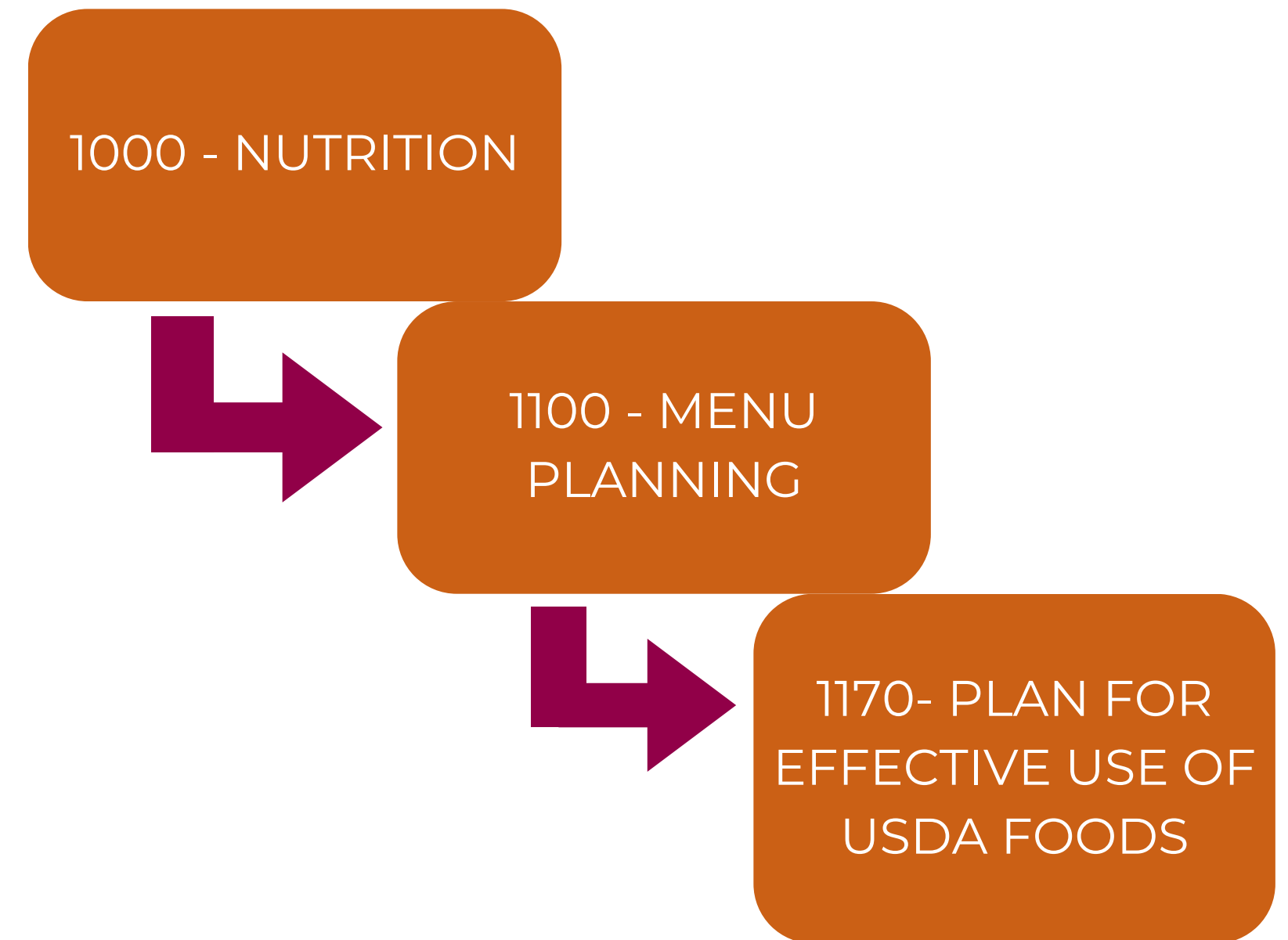
## KEY AREAS AND LEARNING OBJECTIVES

### EXAMPLE

USDA has organized the learning objectives under Training Topics which are further organized into four different Key Areas: Nutrition (1000), Operations (2000), Administration (3000), and Communications/Marketing (4000).

#### Example

- Key Area= 1000, Nutrition
- Training Topic = 1100, Menu Planning
- Learning Objective- 1170, Plan for effective use of USDA Foods.



# Training Standards

## **TYPES OF INSTRUCTION**

A variety of training formats may be used to count towards employee training hours.

Training formats include, but are not limited to:

- *Conference Calls*
- *Live or Pre-recorded Webinars*
- *Online Classes*
- *In-Person Trainings*
- *Classroom Training*
- *Self-directed Training with a self-administered Quiz*



# Training Standards

## **NON-INTERACTIVE INSTRUCTION**

May count toward no more than **two hours** of annual training requirements. Examples include, but are not limited to:

- *Self-directed Training without a self-administered quiz*
- *Observing a Product Food Demo/Industry Exhibit*

# Training Standards

## **NON-ALLOWABLE INSTRUCTION**

Instruction that does not count towards training standards would include instruction that does not meet one of the USDA Learning Objectives and/or the content of the instruction does not fulfill the intent of helping employees enhance their knowledge, skills, and abilities particular to their position.

*Examples include, but are not limited to:*

- *Back-to-school training on security procedures, building operations, etc.*
- *School Nutrition Association Leadership*
- *Motivational Speaker*



# Training Standards

## LENGTH OF INSTRUCTION

- Instruction must last at least 15 minutes in order for it to count towards an employee's annual training requirement.
- Only time spent on instruction may count towards an employee's annual training requirement.
  - Example: A training is from 8 am-1 pm, and has a scheduled 1 hour break from 11 am-12 pm. The length of instruction the employee may document is 4 hours, not 5 hours.
- Online trainings that already have an established length of time, for example, 1 hour, must be documented as 1 hour.
  - Example: An online training for Offer vs. Serve states 1 hour. An employee completes the online course in 1 hour and 30 minutes. The employee must document 1 hour of training, not 1.5 hours.

# Training Standards

## TRAINING RESOURCES

- Here is a list of the many choices of free or low-cost training resources.
  - USDA FOOD AND NUTRITION SERVICE (FNS): The USDA FNS online library of available trainings is updated regularly. You can search by key areas, topics, type of training, and more.
    - <https://www.fns.usda.gov/cn/professional-standards>
  - INSTITUTE OF CHILD NUTRITION (ICN): The ICN offers free training, both online and in person. You can also download and use its resources for in-service training.
    - <http://www.theicn.org>
  - ARIZONA DEPARTMENT OF EDUCATION (ADE) SCHOOL NUTRITION PROGRAMS: ADE trainings offer a variety of Learning Topics that fulfill the USDA Professional Standards Rule. These trainings are given in multiple formats.
    - <https://www.azed.gov/hns/nslp/training>



# Training Standards

## SP 05-2020

Please review the frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

### Chapter 2: Training Standards

#### VI. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

**(21) What forms of training may the State agencies provide to meet the 18 hours of training annually?**

State agencies may offer SFA training in a variety of ways. Training activities may include conference calls, live or prerecorded webinars, videos, online classes, training documents, and in-person training. Although FNS encourages interactive or hands-on training, we recognize that it is not always possible or practical. Therefore, State agencies have the flexibility to offer self-directed training, such as information articles with a self-administered quiz.

Training may be offered by the State agency director or the State agency staff. In addition, the State agency may seek assistance from universities, professional associations, industry groups, other advocates, and vendors to provide annual training. The regulation does not specify minimum training duration. Training activities lasting 15 minutes or more may be recorded using USDA's Professional Standards Training Tracker Tool.

FNS is facilitating the exchange of training resources among State agencies. Training resources developed by the Institute of Child Nutrition, School Nutrition Association, State agencies, and others are listed at <https://professionalstandards.fns.usda.gov/>.

**(22) When may training be provided?**

For any in-person trainings for school food service personnel, State agencies and SFAs are encouraged to offer those trainings at no cost to local school food service staff, and held during normal working hours or at a time of minimal disruption. In the event such a training is scheduled outside working hours, State agencies and SFAs are encouraged to inform food service personnel that the training is necessary.



# Section 3: Tracking and Training

*Please refer to Chapter 3: Training Standards in the Designing Your Employee Training Plan Guide*

SECTION 4





# Tracking Training

## OVERVIEW

- Each SFA must ensure that all Professional Standards requirements are met each school year. In order to validate compliance with these standards, proper tracking is essential.
- In the section: *Hiring Standards*, we discussed tracking documentation required for hiring. In this section: Tracking Training, you will learn how to use Arizona Department of Education (ADE) Training Tracker forms to track and evaluate employee training plans.
- You will also be given an introduction on the USDA Professional Standards Training Tracker Tool.

# Tracking Training

## TRACKING REQUIREMENTS

- SFA records need to document the *planned* and completion of annual training standards by all personnel (program directors, managers, and staff).
- Supporting documentation for all completed trainings, i.e., agendas, sign-in sheets, certificates of completion, etc. must be maintained on file.





# Tracking Training

## DOCUMENTATION

- The Professional Standards regulation does not specify the kind of records that must be kept. Records that list the employee name, position title, employer/school, training title, topic/objectives, training source, dates, and total training hours would be appropriate to demonstrate training completion.
- Records should be able to support that:
  - minimum training hours have been met;
  - trainings attended are job-specific; and
  - only allowable training formats contributed to minimum training hours.

# Tracking Training

## **ADMINISTRATIVE REVIEW**


- Documentation of Professional Standards training is part of the Administrative Review, so while it is ideal for individual staff members to keep track of their own training, the SFA must ensure it is available for ADE or auditors to review upon request.
- Whichever record-keeping method is used, SFAs must keep training records for five years plus the current school year. For open audits, keep training records for five years or longer as needed for audit resolution.



# Tracking Training

## ADE TRAINING TRACKER FORMS

- These forms were designed to assist School Nutrition Program Directors in documenting that each employee’s training plan is aligned with the Professional Standards training requirements.
- Each form is specific to each job category’s required annual training hours, as outlined in the Professional Standards regulation. There is a form for directors, managers, full-time staff, part-time staff, and non-nutrition staff.



DIRECTOR TRAINING TRACKER FORM: SY \_\_\_\_\_

12 Annual Required Training Hours

All School Nutrition Program Directors are subject to the new training requirements below. A School Nutrition Program Director is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. **Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.**

EMPLOYEE INFORMATION

Director's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Hire Date (MM/YYYY): \_\_\_\_\_

(If hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY): \_\_\_\_\_  
Directors hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
Menu Planning	Food Production	Meal Benefits	Communications and Marketing
Nutrition Education	Serving Food	Program Management	
General Nutrition	Cashier/Point of Service	Financial Management	
	Purchasing	Human Resources/Staff Training	
	Receiving/Storage	Facilities/Equipment Planning	
	Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: \_\_\_\_\_ /12

COMPLETED TRAINING HOURS TO DATE: \_\_\_\_\_ /12

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED


June 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

[CLICK HERE](#) TO ACCESS THE FORMS

# Tracking Training

## ADE TRAINING TRACKER FORMS

- Directors are able to record the employee’s position duties, training code, and the form prompts a training agenda to be attached. By completing these fields, the Director is able to support that trainings attended are job specific.
- Directors can pre-fill training hours and training dates for their employee’s training plan. With planning ahead, Directors can use this form to monitor if the training was completed as scheduled and provide reminders for upcoming trainings.



DIRECTOR TRAINING TRACKER FORM: SY

12 Annual Required Training Hours

All School Nutrition Program Directors are subject to the new training requirements below. A School Nutrition Program Director is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. **Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.**

EMPLOYEE INFORMATION

Director's Name: Title:

Hire Date (MM/YYYY):

(If hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY):

Directors hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
Menu Planning	Food Production	Meal Benefits	Communications and Marketing
Nutrition Education	Serving Food	Program Management	
General Nutrition	Cashier/Point of Service	Financial Management	
	Purchasing	Human Resources/Staff Training	
	Receiving/Storage	Facilities/Equipment Planning	
	Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: <div></div> /12				COMPLETED TRAINING HOURS TO DATE: <div></div> /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED

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[CLICK HERE](#) TO ACCESS THE FORMS



# Tracking Training

## PRACTICE

- Please [click](#) here to download the Director Tracker Form for the next activity.
- You may type directly into the form or choose to print it off to complete the fields.



DIRECTOR TRAINING TRACKER FORM: SY

12 Annual Required Training Hours

All School Nutrition Program Directors are subject to the new training requirements below. A School Nutrition Program Director is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. **Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.**

EMPLOYEE INFORMATION

Director's Name:

Title:

Hire Date (MM/YYYY):

(If hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY):

Directors hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
Menu Planning	Food Production	Meal Benefits	Communications and Marketing
Nutrition Education	Serving Food	Program Management	
General Nutrition	Cashier/Point of Service	Financial Management	
	Purchasing	Human Resources/Staff Training	
	Receiving/Storage	Facilities/Equipment Planning	
	Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS:  /12

COMPLETED TRAINING HOURS TO DATE:  /12

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED

June 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

[CLICK HERE](#) TO ACCESS THE FORMS

# Tracking Training

## PRACTICE

At the top of the tracking form, fill out your name, title, hire date and school year.



**DIRECTOR TRAINING TRACKER FORM: SY**   
**12 Annual Required Training Hours**

All School Nutrition Program Directors are subject to the new training requirements below. A School Nutrition Program Director is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. **Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.**

EMPLOYEE INFORMATION	
Director's Name:	Albus Percival Wulfric Brian Dumbledore
Title:	Headmaster
Hire Date (MM/YYYY):	02/1966
(If hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY):	
Directors hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.	
N/A	



# Tracking Training

## PRACTICE

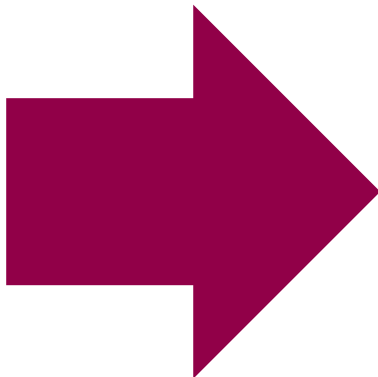
- When tracking employee trainings, it is required to report the employee’s duties.
- Check off your duties on your form. You should check off all that apply to your position.

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:			
1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Mangagement	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

# Tracking Training

## PRACTICE

- Enter in the title of the session.




EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 0 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan						



# Tracking Training

## PRACTICE

- Put in the date the session is planned.
  - If you did not previously plan to complete this training, put in today's date.




EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: <input type="text"/> /12				COMPLETED TRAINING HOURS TO DATE: <input type="text"/> 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan	8/15/24					

# Tracking Training

## PRACTICE

- Enter the training length. Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



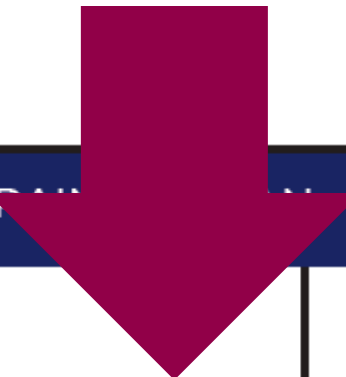
EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 0 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan	8/15/24	1.50				



# Tracking Training

## PRACTICE

- Enter in the USDA Learning Training Code.
  - A learning code always needs to be reported.



EMPLOYEE TRAINING TRACKING						
PLANNED TRAINING HOURS: 0 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan	8/15/24	1.50	3430			

# Tracking Training

## PRACTICE

- Enter in the date the training was completed.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 0 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan	8/15/24	1.50	3430	8/15/24		



# Tracking Training

## PRACTICE

- Enter the actual time spent completing the training.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 1.5 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan	8/15/24	1.50	3430	8/15/24	1.50	

# Tracking Training

## PRACTICE

- The slides at the end of every ADE HNS online training provide instruction on how to obtain a Certificate of Completion. Once obtained, attach the certificate to the tracking form and write “Yes” in the “Documentation Attached” box.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 1.5 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
ADE DesignEmployeePlan	8/15/24	1.50	3430	8/15/24	1.50	yes





- ADE Training Tracker forms document employee training planned as well as completed trainings.
- ADE Training Tracker forms document the employee has planned/completed job-specific training.
  - Note-If an employee has completed a training and the training code does not align with the employee's job duties that are marked on the tracker form, this training would not fulfill the Professional Standards training requirements. The only exception is the 1 hour Civil Rights training that each employee is required to take annually.

Remember


# Tracking Training

## USDA TRAINING TRACKER TOOL

The Professional Standards Training Tracker Tool (PSTTT) for USDA child nutrition programs helps school nutrition professionals monitor their mandatory yearly training hours. This web-based tool, known as PSTTT, is free to use and offers simple navigation and user-friendly features to save time.

An official website of the United States government [Here's how you know](#) ✓

**USDA** Professional Standards Training Tracker Tool  
U.S. DEPARTMENT OF AGRICULTURE



**Professional Standards Training Tracker Tool**

OMB Number: 0584-0626  
Expiration Date: 09/30/2026

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool (PSTTT) is designed to assist School Nutrition Professionals in keeping track of their annually required training hours. For additional information on Professional Standards, please visit USDA Professional Standards site at <https://www.fns.usda.gov/cn/professional-standards>.

**PLEASE NOTE:** An USDA eAuthentication or Login.gov account is needed to access the tool. New and existing users who have either of the accounts can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

If you do not have an USDA eAuthentication Account or a Login.gov account, go to [Create Account](#) and you will be directed to create a Login.gov account. You will immediately receive an email with a link to activate your account with one simple click.

Contact [cnpntab@usda.gov](mailto:cnpntab@usda.gov) for assistance in accessing the site.

Login or Create a Profile



# Tracking Training

## USDA TRAINING

The USDA has released two webinars highlighting the latest updates, including a simplified method for inputting training titles, the option to deactivate employees, and the opportunity to receive badges upon finishing one or multiple trainings within a particular key area, as well as completing trainings across multiple key areas.

To watch the webinars select one of the following images.



**Professional Standards**

Track Training Like a Star with the Professional Standards Training Tracker Tool!

.....

Kaushalya Heendeniya, MS, RD  
Ebony James, MS, RD  
USDA FNS Child Nutrition Programs

Call-in Number: 1-415-527-5035; Access Code: 199 856 7305

**Professional Standards Training Tracker Tool 2.0: Enhancements for Training Tracking Success!**

.....

June 6, 2018  
1pm -2pm EST

**USDA FNS Child Nutrition Programs**  
Kaushalya Heendeniya, MS, RD  
Ebony James, MS, RD

USDA  
United States Department of Agriculture



# Training Standards

## SP 05-2020

Please review the frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

### Chapter 3: Tracking Training

#### II. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

**(43) What documentation is required to demonstrate completion of the annual training standards?**

The regulation does not specify the kind of records that must be kept. Records that list the employee name, employer/school, training title, topic/objectives, training source, dates, and total training hours would be appropriate to demonstrate training completion. Records must be maintained and made available to the State agency upon request. SFAs should keep training records for 3 years, plus the current school year. Open audits require different record retention periods. SFAs should check with their State agencies for guidance.

USDA's Professional Standards Training Tracker Tool 2.0 (<https://pstrainingtracker.fns.usda.gov/>) may be used to document the annual training hours.

This free online tool provides great features, such as:

- Allowing manager to set up an employee roster and enter/edit training records for multiple employees all at once;
- Auto-populating school contact information to easily set up profiles;
- Running reports; and
- A database of trainings to auto-populate training information.

The tool provides reminder alerts and email notification of how many training hours have been completed and how many hours remain to be completed to fulfill the annual training requirement. A certificate of completion for the manager and all staff can be saved, emailed, and/or printed once the annual requirement is met. Please contact [cnpntab@usda.gov](mailto:cnpntab@usda.gov) with any technical questions about the tool.

Alternative training tracking tools may be developed by State agencies and/or SFAs to keep track of and print reports of training hours, but must include at a minimum the required fields listed in the USDA Professional Standards Training Tracking Tool 2.0. These fields would include items such as the employee information; training hours completed; and the Key Areas, Training Topics, and Learning Objectives as listed in the Professional Standards Learning Objectives and Topics with Codes. The Learning Objectives can be found on the USDA Professional Standards Website. Visit <https://www.fns.usda.gov/school-meals/professional-standards-for-more-information>.



# Section 4: Management Companies

*Please refer to Chapter 4:  
Management Companies in the  
Designing Your Employee Training  
Plan Guide*

SECTION 5





# Management Companies

## **CONTRACTS**

- Food Service Management Company (FSMC) is a commercial enterprise or a non-profit organization that acts on behalf of a School Food Authority (SFA) by managing or directing any aspect of the school meal program(s) and must meet applicable program requirements.
- The SFA must request documentation from the FSMC to show compliance with the Professional Standards.



# Management Companies

## CONTRACTS

- In the state of Arizona, when contracting with an FSMC, SFAs must be aware of the rules written into the FSMC contract:
  - “The Food Service Director assigned to the SFA if awarded the contract, must meet the minimum education and training standards for School Nutrition Program Directors set forth in Public Law 111-296, Section 306, paragraph (g) (2015). The SFA reserves the right to approve the selection of the FSMC’s personnel and to refuse any applicants recommended by the FSMC to which the SFA objects.”
- Contracts that do not include additional language to reflect compliance with Professional Standards requirements, will need to be amended.

# Management Companies

## **MANAGEMENT HIRING STANDARDS**

- There are varying structures within each SFA; therefore, the definitions for directors, managers, and staff are intended to be general and describe the function/role in broad terms to be applicable to most LEAs.
- These definitions apply whether or not an LEA is operated by an FSMC. Therefore, Director hiring standards apply to FSMC employees performing School Nutrition Director-type duties.



# Management Companies

## **MANAGEMENT TRAINING STANDARDS**

- All Professional Standards training requirements apply to all FSMC employees providing services for the school meals program. The SFA must ensure that the FSMC employees have met the required annual training requirements. Therefore, the SFA must require the FSMC to provide documentation showing the training hours and topics completed by the employees. The LEA must ensure that the FSMC staff has the knowledge and skills to supply safe and nutritious meals that meet the meal requirements.
- When an FSMC staff person performs School Nutrition Director type duties, but reports, for example, to a district Business Manager who is responsible for the school district's school food service activities, both individuals would be responsible for meeting the training standards for program Directors.

# Training Standards

## SP 05-2020

Please review the frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

### Chapter 4: Management Companies

#### IV. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

**(53) Do the training standards apply to employees of an FSMC? Who is responsible for providing the training?**

Yes. The SFA director must ensure that the FSMC employees providing services for the school nutrition programs have the required annual training. Therefore, the SFA must require the FSMC to provide documentation showing the training hours and topics completed by the employees. Contracts that do not include this language will need to be amended to include additional language to reflect compliance with professional standards requirements. The SFA director may work with the FSMC to identify appropriate training resources, such as those listed at the professional standards website at <https://professionalstandards.fns.usda.gov/>.

**(59) Who is responsible for tracking FSMC staff training hours?**

The SFA must ensure that the FSMC staff has the knowledge and skills to supply safe and nutritious meals that meet the meal requirements. The SFA must request documentation from the FSMC to show compliance with the annual training standards. Contracts that do not include this language will need to be amended to include additional language to reflect compliance with professional standards requirements.

**(55) If an FSMC staff person performs food service director type duties, but reports to a district business manager who is responsible for the school district's school food service activities, who is required to comply with the professional standards requirements?**

The SFA maintains oversight and responsibility for planning, administering, implementing, monitoring, and evaluating the school meal programs; therefore, the role of program director must remain with the SFA. The SFA-State agency permanent agreement names the individual considered the SFA director or contact. This is the person who must meet the hiring standards for new directors. Thus, in some cases, both the SFA contact and FSMC staff person must meet the hiring standards, depending on the duties of these individuals. With regard to training, both individuals would be responsible for meeting the training standards for program directors because they share director responsibilities. SFAs should discuss unique situations with their State agencies.



# CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



[www.azed.gov/hns](http://www.azed.gov/hns)







# Congratulations

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**You have completed the Online Course:  
*Designing Your Employee Training Plan: A  
Course for School Nutrition Directors.***

Information to include when documenting this  
training for Professional Standards:

**Training Title:**  
Designing Your  
Employee Training Plan:  
A Course for School  
Nutrition Directors

**Key Area: 3000 – Administration**  
**Learning Code: 3430**  
**Length: 1.5 hours**

Please note, attendees must document the amount of training hours  
indicated on the training despite the amount of time it takes to complete it.



# Certificate

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## Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

### **Training Title:**

**Designing Your  
Employee Training Plan:  
A Course for School  
Nutrition Directors**

### **Key Area: 3000 – Administration**

**Learning Code: 3430**

**Length: 1.5 hours**

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Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.







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