

# Professional Standards



What School Nutrition Program Employees (that's YOU!) need to know about Professional Standards

School Nutrition Program Position	Required Training Hours
<b>Program Director</b> This person oversees all aspects of the School Nutrition Program in their district. This includes administering, planning, directing, assessing, implementing, and evaluating the program.	12 annual training hours
<b>Program Manager</b> Large districts that have a centralized kitchen and satellite kitchens often have a Program Manager for each satellite kitchen to oversee food production and service.	10 annual training hours
<b>Program Staff working <math>\geq</math> 20 hours/week.</b> This is anyone that is employed to work in the School Nutrition Program.	6 annual training hours
<b>All Program Staff working &lt; 20 hours/week.</b>	4 annual training hours
All school staff involved with meal service must complete <b>annual civil rights training</b> . All nutrition staff involved with purchasing food must take an <b>annual procurement training</b> .	
<b>Any training that lasts 15 minutes or longer counts!</b> "Teachable Moments" in your kitchen can be counted towards Professional Standards training hours.	

## Training for Professional Standards is categorized into these 4 Key Areas

**Nutrition:** Menu Planning, Nutrition Education, General Nutrition.

Example: How to read the ingredients list to confirm a menu item is whole grain rich.

**Operations:** Food Production, Serving Food (offer vs serve), Cashier and Point of Service, Purchasing/Procurement, Receiving and Storage, Food Safety and HACCP.

Example: Learn about how much should be offered and how much should be served to make a reimbursable meal.

**Administration:** Free and Reduced Price Meal Benefits, Program Management, Financial Management, Human Resources and Staff Training, Facilities and Equipment Planning.

**Communications and marketing:** Communications, Marketing.

Example: Share a Smarter Lunchroom technique you learned and want to implement in your School Nutrition Program.

**Documentation of training hours must be available for Administrative Review.**

An easy to use Professional Standards Training Tracking Tool is available here:

<http://www.fns.usda.gov/school-meals/professional-standards>

# Hiring Standards for **NEW** School Nutrition Program Directors

Student Enrollment	Required Qualifications
<p><b>≥ 10,000 Students</b></p> <p>Billings Public Schools Great Falls Public Schools</p>	<p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.*</li> <li><input type="checkbox"/> Bachelor's degree in any academic major <b>and</b> at least 5 years experience in management of school nutrition programs.</li> </ul>
<p><b>2,500-9,999 Students</b></p> <p>Belgrade Public Schools Bozeman Public Schools Butte Public Schools Helena Public Schools Kalispell Public Schools Missoula County Public Schools</p>	<p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.*</li> <li><input type="checkbox"/> Bachelor's degree in any academic major <b>and</b> at least 2 years of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least 2 years of relevant experience in school nutrition programs.</li> </ul>
<p><b>≤ 2,499 Students</b></p> <p>51 Sponsors in Montana</p>	<p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas*.</li> <li><input type="checkbox"/> Bachelor's degree in any academic major, <b>and</b> at least one year of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least one year of relevant experience in school nutrition programs.</li> <li><input type="checkbox"/> High school diploma (or GED) <b>and</b> at least 3 years of relevant experience in school nutrition programs.</li> </ul>
<p><b>&lt; 500 Students</b></p> <p>199 Sponsors in Montana</p>	<p><b>OPI School Nutrition Programs can approve a candidate who meets the educational standards as listed for schools with ≤ 2,499 students, but has less than 3 years of experience.</b></p>

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