

PROFESSIONAL DEVELOPMENT & HIRING STANDARDS

Table 1: Summary of Annual Required Minimum Training Hours for School Nutrition Employees	
JOB CATEGORY	ANNUAL REQUIREMENTS*
Directors	12 hours
Managers	10 hours
Staff	6 hours
Part-time Staff (working less than 20 hours per week)	4 hours
Midyear Hires in All Categories (January 1 or later)	One-half of training requirement for each job category

*Annual requirements apply to the 12 months between July 1 and June 30. If a school uses a Food Service Management Company (FSMC), both the district and FSMC must designate a Director and both must have 12 hours of Professional Development hours annually.

USDA has suggested job-specific training topics that align with four key areas: nutrition, operations, administration, and communications/marketing. See chart below.

Table 2: Training Topics by Key Areas	
KEY AREAS	TRAINING TOPICS
Nutrition	Menu Planning Nutrition Education General Nutrition
Operations	Food Production Records Serving Food Cashier and Point of Service Purchasing/Procurement Receiving and Storage Food Safety and Hazard Analysis and Critical Control Point (HACCP)
Administration	Free and Reduced-Price Meal Benefits Program Management Financial Management Human Resources and Staff Training Facilities and Equipment Planning
Communications & Marketing	Communications and Marketing

See the FNS Professional Standards Web site for suggested learning objectives for each training topic:
<http://www.fns.usda.gov/school-meals/professional-standards>

TABLE 3: MINIMUM HIRING STANDARDS FOR NEW SCHOOL FOOD AUTHORITY (SFA) NUTRITION DIRECTORS

Local Educational Agency (LEA) Student Enrollment Categories	Category 1 2,499 or Less	Category 2 2,500-9,999	Category 3 10,000 or More
Minimum Education Standards	<p>Bachelor's Degree* in specific/related major** (experience preferred but not required)</p> <p align="center">OR</p> <p>Bachelor's Degree* in any other major and state-recognized certificate for school nutrition program directors</p> <p align="center">OR</p> <p>Bachelor's Degree* in any major and 1 year of relevant experience</p> <p align="center">OR</p> <p>Associate's Degree* in specific/related major** and 1 year Of relevant school nutrition experience</p> <p align="center">OR</p> <p>High School Diploma (or GED) and 3 years*** Of relevant school nutrition experience</p>	<p>Bachelor's Degree* in specific/related major** (experience preferred but not required)</p> <p align="center">OR</p> <p>Bachelor's Degree* in any other major and state-recognized certificate for school nutrition program directors</p> <p align="center">OR</p> <p>Bachelor's Degree* in any major and 2 year of relevant experience</p> <p align="center">OR</p> <p>Associate's Degree* in specific/related major** and 2 year Of relevant school nutrition experience</p>	<p>Bachelor's Degree* in specific/related major** (experience preferred but not required)</p> <p align="center">OR</p> <p>Bachelor's Degree* in any other major and state-recognized certificate for school nutrition program directors</p> <p align="center">OR</p> <p>Bachelor's Degree* in any major and 5 year of relevant experience</p>

* Or equivalent educational experience; consult your State Agency for more information.

** Specific/related major: Academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

*** For LEA enrollments less than 500, the State Agency may approve the hire of a candidate with a high school diploma (or (GED) and less than the required years of experience, if the best qualified candidate. (Memo SP 05-2020)