

# USDA Professional Standards

## Summary of Hiring Requirements for School Nutrition Program Directors



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School Nutrition Directors – those hired on or after July 1, 2015 – are subject to the new education requirements below. Additionally, at least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee’s start date. Existing School Nutrition Directors will be grandfathered in their current positions as well as in the Student Enrollment category where they are working. (School Nutrition Directors are individuals responsible for the operation of school nutrition for all schools under the education agency (LEA).

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500 – 9,999	Student Enrollment 10,000 or more
<p>Minimum Education Standards (required) (<i>new directors only</i>).</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;*</p> <p><b>OR</b></p> <p>Bachelor’s degree, or equivalent educational experience, with any academic major, <u>and</u> either a State-recognized certificate for school nutrition directors or at least 1 year of relevant school nutrition experience;</p> <p><b>OR</b></p> <p>Associate’s degree, or equivalent educational experience, with academic major in specific areas, * <u>and</u> at least one year of relevant school nutrition programs experience;</p> <p><b>OR</b></p> <p>High school diploma (or GED) <u>and</u> three years of relevant experience in school nutrition programs.</p> <p><b>New Hiring Flexibility Effective 04/30/19 for Small LEAs</b></p> <p>1. Requires food service experience <i>rather than school nutrition experience</i>.</p> <p>2. State Agencies may consider documented volunteer or unpaid work as relevant experience.</p> <p>3. <b>For LEAs with fewer than 500 students</b>, state agencies may consider directors with less than the required years of food service experience, <u>if</u> candidate has minimum required education.</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;*</p> <p><b>OR</b></p> <p>Bachelor’s degree in any academic major <u>and</u> a State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor’s degree in any academic major <u>and</u> at least two years of relevant school nutrition programs experience;</p> <p><b>OR</b></p> <p>Associate’s degree, or equivalent educational experience, with 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; and at least 2 years of relevant school nutrition programs experience.</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;*</p> <p><b>OR</b></p> <p>Bachelor’s degree in any academic major, <u>and</u> a State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor’s degree in any major <u>and</u> at least five years of experience in management of school nutrition programs.</p> <p> </p> <p>*Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p>

# USDA Professional Standards Summary of Continuing Education Requirements for ALL School Nutrition Employees



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## REQUIRED TRAINING FOR ALL SCHOOL NUTRITION EMPLOYEES

<b>New and Current Directors</b>	At least 12 hours of annual continuing education/training. <i>This required continuing education/training is in addition to the food safety training required in the first year of employment.</i>
<b>New and Current Managers</b>	At least 10 hours of annual continuing education/training.
<b>New and Current Staff</b>	At least 6 hours of annual continuing education/training.
<b>New and Current Part-Time Staff (less than 20 hours per week)</b>	Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours.)

**If hired January 1 or later, an employee may only complete half of the required training hours for that school year.**

*Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (School Nutrition Association and Institute of Child Nutrition, etc.) to provide training.*

# USDA Professional Standards Summary of Requirements for State Directors



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## HIRING STANDARDS FOR NEW STATE DIRECTORS

### State Director of Nutrition Program

A Bachelor's degree or **(effective 04/30/19)** advanced degree in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.

Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.

### State Director of Distributing Agencies

A Bachelor's degree.

## MINIMUM PRIOR TRAINING REQUIREMENTS FOR ALL STATE AGENCY DIRECTORS

### Director of School Nutrition Program

At least **15** hours of annual continuing education/training.

Must PROVIDE, or ensure that State agency staff receives continuing education/training.

Must PROVIDE a minimum of **18** hours of training to SFAs each year.

### State Director of Distributing Agencies

Each year, at least **15** hours of annual continuing education/training.

Must PROVIDE, or ensure that State food distribution staff receives continuing Education training.