

Guidelines and Resources for Training New School Nutrition Directors

Priority areas for training for each individual school nutrition director depend on previous experience and training as well as the specific assigned areas of responsibility in a school district. Some districts divide up the essential functional areas of responsibility for school nutrition program management between more than one position. However, all of the functional areas are important, must be assigned, and the individual performing them must be well-trained.

This document lists the essential functional areas of responsibility described in the Institute of Child Nutrition District School Nutrition Director Sample Job Description template and sources for training in each area.

The annual New Manager Orientation provides information in several of these areas. Find out more about the annual New Manager Orientation on the Bureau web page [Education Events- School Meals](#)

Essential Functional Area	Training Resources
<p>Sanitation, Food Safety, and Employee Safety</p> <p><i>8 hours of Sanitation Training is required either within 5 years previous to hire or within 30 days after hired.</i></p> <p><i>One session of New Manager Orientation is on Food Safety.</i></p>	<p>Iowa School Nutrition Web-Based Tutorial- Food Safety (2.5 hours)</p> <p>Institute of Child Nutrition online courses</p> <p>Iowa State University Extension Food Safety Training</p> <p>ServSafe Training and Certification and other food safety training certifications approved by the Iowa Department of Inspections and Appeals</p> <p>ISU and the Bureau offer ServSafe certification training and HACCP 101 annually See Education Events- School Meals</p> <p>Your SFA may also have Emergency Response Training provided to all staff</p>
<p>Nutrition and Menu Planning</p> <p><i>There are sessions of New Manager Orientation related to Menu Planning.</i></p>	<p>Iowa School Nutrition Web-Based Tutorials</p> <ul style="list-style-type: none"> Overview of School Meal Programs Meal Pattern (1.5 hour) Offer vs. Serve (1.5 hour) Food Buying Guide (1.5 hour) Food Bars (0.5 hour) Food Labels (0.5 hour) USDA Foods (1 hour) Standardized Recipes (1 hour) <p>Iowa Webinars found on Learning Tools- Nutrition</p> <ul style="list-style-type: none"> Meal Patterns 101 Rise and Shine It's Breakfast Time March 2016 What's New in School Nutrition Menu Planning Resources <p>Institute of Child Nutrition (ICN) Salad Bars in School Nutrition Program Webinar</p> <p>Institute of Child Nutrition online course Nutrition 101</p> <p>Other ICN Training Resources Meal Pattern Training Resources</p>
<p>Food Production (Includes Program Accountability)</p> <p><i>One session of New Manager Orientation is on Food Production Records</i></p>	<p>Iowa School Nutrition Web-Based Tutorials</p> <ul style="list-style-type: none"> Food Buying Guide (1.5 hours) Food Labels (0.5 hour) Food Buying Guide (1 hour) USDA Foods (1 hour) Standardized Recipes (1 hour) <p>Institute of Child Nutrition online courses</p> <ul style="list-style-type: none"> Batch Cooking Cooking for the New Generation Culinary Techniques- series of six Food Production Records On the Road to Professional Food Preparation series- series of four

<p>Program Accountability – Income Eligibility</p>	<p>Iowa School Nutrition Web-Based Tutorials Overview of School Meal Programs Determining Eligibility (2 hours) Verifying Eligibility (2 hours)</p> <p>Annual training is provided on Determining and Verifying Income Eligibility Recordings of previous webinars: Learning Tools- Nutrition Information on upcoming webinars: Educational Events- School Meals</p>
<p>Program Accountability – Counting and Claiming Meals</p>	<p>Iowa School Nutrition Web-Based Tutorials Overview of School Meal Programs Meal Counting (1.5 hours) Meal Pattern (1.5 hour) Offer vs. Serve (1.5 hour)</p> <p>Institute of Child Nutrition Cashier Training Materials</p> <p>IowaCNP Manual is available on the Department of Education website Training in operation and features of the meal counting system used by the SFA is also required.</p>
<p>USDA Foods (an important part of both Menu Planning and Financial Management)</p>	<p>Iowa School Nutrition Web-Based Tutorial- USDA Foods (1 hour)</p> <p>Institute of Child Nutrition Online Courses DoD Fresh Fruit and Vegetable Basics Life Cycle of USDA Foods Processing 101 USDA Foods Primer 1 USDA Foods Primer 2</p> <p>Iowa Webinars found on Learning Tools- Nutrition USDA Foods DoD Fresh Fruit and Vegetable Program 2016-17 USDA Diverted Foods SY 16-17 Iowa USDA Foods Distribution web page</p>
<p>Customer Service</p>	<p>Civil Rights Training Resources on Iowa website</p> <p>Institute of Child Nutrition online courses Focus on the Customer for School Nutrition Managers</p> <p>Institute of Child Nutrition Cashier Training Materials</p>
<p>Procurement (Includes Program Accountability)</p>	<p>Webinars on Procurement, Procurement Plan Template and other resources are available on Bureau of Nutrition and Health Services School Nutrition Procurement website</p> <p>Iowa School Nutrition Web-Based Tutorial- Food Service Management Company Contracting (1 hour)</p>

<p>Financial Management and Recordkeeping (Includes Program Accountability)</p> <p><i>One session of New Manager Orientation is on Financial Considerations</i></p>	<p>Institute of Child Nutrition Online Courses Inventory Management – Controlling Costs Inventory Management and Tracking Financial Management for School Nutrition Directors</p> <p>Iowa Webinars found on Learning Tools- Nutrition February 2016 What’s New in School Nutrition PLE Tool Financial Implications for School Nutrition Webcast May 2016 What’s New in School Nutrition Reporting Nonprogram Food Costs</p> <p>Iowa Webinar- How to use IowaCNP Financial Report</p> <p>Financial Management for School Nutrition Directors is usually a Summer Short Course Offering by the Bureau and ISU See Education Events- School Meals</p>
<p>Program Accountability – Wellness Policy and Smart Snacks</p>	<p>Iowa School Nutrition Web-Based Tutorials Overview of School Meal Programs School Wellness Policy (1 hour) Smart Snacks in School (1 hour)</p> <p>Institute of Child Nutrition online courses Evaluating School Wellness Activities Meeting the Wellness Challenge</p> <p>Iowa Webinars found on Learning Tools- Nutrition April 2016 What’s New in School Nutrition Smart Snacks and Wellness Policies</p>
<p>Marketing</p>	<p>Institute of Child Nutrition online courses Marketing Your School Nutrition Program</p>
<p>General Management</p>	<p>Institute of Child Nutrition online courses</p>
<p>Personnel Management</p>	<p>Institute of Child Nutrition online courses Series of six Human Resource topics</p> <p>Iowa Webinars found on Learning Tools- Nutrition January 2016 What’s New in School Nutrition USDA Professional Standards</p>
<p>Environmental Management</p>	<p>Institute of Child Nutrition Guide for Developing and Sustaining Green/Environmental Conservation Practices for School Nutrition Professionals</p>
<p>Computer Technology</p>	<p>Available through most high schools or community colleges</p>
<p>Facility Layout and Design and Equipment Selection</p>	<p>Institute of Child Nutrition Tools and Templates for Equipment Purchasing and Facility Design for School Nutrition Programs</p>

Nutrition Education	<p>Iowa School Nutrition Web-Based Tutorials Team Nutrition (0.5 hour)</p> <p>Institute of Child Nutrition online courses MyPlate Nutrition 101</p> <p>Iowa Team Nutrition web page</p> <p>Webinars found on Learning Tools- Nutrition Kids in the Kitchen: Summer Food Service Program Cafeteria Coaching</p>
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