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
<table>
<thead>
<tr>
<th>Essential Functional Area</th>
<th>Training Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitation, Food Safety, and Employee Safety</td>
<td><strong>Iowa School Nutrition Web-Based Tutorial- Food Safety (2.5 hours)</strong>&lt;br&gt; <strong>Institute of Child Nutrition online courses</strong>&lt;br&gt; <strong>Iowa State University Extension Food Safety Training</strong>&lt;br&gt; <strong>ServSafe Training and Certification</strong> and other food safety training certifications approved by the Iowa Department of Inspections and Appeals&lt;br&gt; ISU and the Bureau offer ServSafe certification training and HACCP 101 annually See <a href="#">Education Events- School Meals</a>&lt;br&gt; Your SFA may also have Emergency Response Training provided to all staff</td>
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<tr>
<td>Nutrition and Menu Planning</td>
<td><strong>Iowa School Nutrition Web-Based Tutorials</strong>&lt;br&gt; Overview of School Meal Programs&lt;br&gt; Meal Pattern (1.5 hour)&lt;br&gt; Offer vs. Serve (1.5 hour)&lt;br&gt; Food Buying Guide (1.5 hour)&lt;br&gt; Food Bars (0.5 hour)&lt;br&gt; Food Labels (0.5 hour)&lt;br&gt; USDA Foods (1 hour)&lt;br&gt; Standardized Recipes (1 hour)&lt;br&gt; <strong>Iowa Webinars found on Learning Tools- Nutrition</strong>&lt;br&gt; Meal Patterns 101&lt;br&gt; Rise and Shine It’s Breakfast Time&lt;br&gt; March 2016 What’s New in School Nutrition Menu Planning Resources&lt;br&gt; <strong>Institute of Child Nutrition (ICN) Salad Bars in School Nutrition Program Webinar</strong>&lt;br&gt; <strong>Institute of Child Nutrition online course</strong> Nutrition 101&lt;br&gt; Other ICN Training Resources&lt;br&gt; <a href="#">Meal Pattern Training Resources</a></td>
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<td>Food Production (Includes Program Accountability)</td>
<td><strong>Iowa School Nutrition Web-Based Tutorials</strong>&lt;br&gt; Food Buying Guide (1.5 hours)&lt;br&gt; Food Labels (0.5 hour)&lt;br&gt; Food Buying Guide (1 hour)&lt;br&gt; USDA Foods (1 hour)&lt;br&gt; Standardized Recipes (1 hour)&lt;br&gt; <strong>Institute of Child Nutrition online courses</strong>&lt;br&gt; Batch Cooking&lt;br&gt; Cooking for the New Generation&lt;br&gt; Culinary Techniques- series of six&lt;br&gt; Food Production Records&lt;br&gt; On the Road to Professional Food Preparation series- series of four</td>
</tr>
</tbody>
</table>
| Program Accountability – Income Eligibility | Iowa School Nutrition Web-Based Tutorials  
Overview of School Meal Programs  
Determining Eligibility (2 hours)  
Verifying Eligibility (2 hours)  
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 |
|---------------------------------------------|--------------------------------------------------------------------------------------------------|
| Program Accountability – Counting and Claiming Meals | 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)  
Institute of Child Nutrition Cashier Training Materials  
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. |
| USDA Foods (an important part of both Menu Planning and Financial Management ) | Iowa School Nutrition Web-Based Tutorial- USDA Foods (1 hour)  
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  
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 |
| Customer Service | Civil Rights Training Resources on Iowa website  
Institute of Child Nutrition online courses  
Focus on the Customer for School Nutrition Managers  
Institute of Child Nutrition Cashier Training Materials |
| Procurement (Includes Program Accountability) | Webinars on Procurement, Procurement Plan Template and other resources are available on Bureau of Nutrition and Health Services School Nutrition Procurement website  
Iowa School Nutrition Web-Based Tutorial- Food Service Management Company Contracting (1 hour) |
| Financial Management and Recordkeeping (Includes Program Accountability) | **Institute of Child Nutrition Online Courses**  
Inventory Management – Controlling Costs  
Inventory Management and Tracking  
Financial Management for School Nutrition Directors  
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  
**Iowa Webinar- How to use IowaCNP Financial Report**  
Financial Management for School Nutrition Directors is usually a Summer Short Course Offering by the Bureau and ISU  
See [Education Events- School Meals](#) |
|---|
| One session of New Manager Orientation is on Financial Considerations | **Iowa School Nutrition Web-Based Tutorials**  
Overview of School Meal Programs  
School Wellness Policy (1 hour)  
Smart Snacks in School (1 hour)  
**Institute of Child Nutrition online courses**  
Evaluating School Wellness Activities  
Meeting the Wellness Challenge  
Iowa Webinars found on [Learning Tools- Nutrition](#)  
April 2016 What’s New in School Nutrition Smart Snacks and Wellness Policies |
| Program Accountability – Wellness Policy and Smart Snacks | **Institute of Child Nutrition online courses**  
Marketing Your School Nutrition Program |
| Marketing | **Institute of Child Nutrition online courses**  
Series of six Human Resource topics  
Iowa Webinars found on [Learning Tools- Nutrition](#)  
January 2016 What’s New in School Nutrition USDA Professional Standards |
| General Management | **Institute of Child Nutrition online courses**  
Green/Environmental Conservation Practices for School Nutrition Professionals |
| Personnel Management | **Institute of Child Nutrition online courses**  
Available through most high schools or community colleges |
| Environmental Management | **Institute of Child Nutrition online courses**  
Tools and Templates for Equipment Purchasing and Facility Design for School Nutrition Programs |
| Computer Technology | **Institute of Child Nutrition online courses**  
Overview of School Meal Programs  
School Wellness Policy (1 hour)  
Smart Snacks in School (1 hour)  
**Institute of Child Nutrition online courses**  
Evaluating School Wellness Activities  
Meeting the Wellness Challenge  
April 2016 What’s New in School Nutrition Smart Snacks and Wellness Policies |
| Facility Layout and Design and Equipment Selection | **Institute of Child Nutrition online courses**  
Overview of School Meal Programs  
School Wellness Policy (1 hour)  
Smart Snacks in School (1 hour)  
**Institute of Child Nutrition online courses**  
Evaluating School Wellness Activities  
Meeting the Wellness Challenge  
April 2016 What’s New in School Nutrition Smart Snacks and Wellness Policies |
<table>
<thead>
<tr>
<th>Nutrition Education</th>
<th>Iowa School Nutrition Web-Based Tutorials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Team Nutrition (0.5 hour)</td>
</tr>
<tr>
<td>Institute of Child Nutrition online courses</td>
<td></td>
</tr>
<tr>
<td>MyPlate</td>
<td></td>
</tr>
<tr>
<td>Nutrition 101</td>
<td></td>
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<tr>
<td>Iowa Team Nutrition web page</td>
<td></td>
</tr>
<tr>
<td>Webinars found on Learning Tools- Nutrition</td>
<td></td>
</tr>
<tr>
<td>Kids in the Kitchen: Summer Food Service Program</td>
<td></td>
</tr>
<tr>
<td>Cafeteria Coaching</td>
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</tr>
</tbody>
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