

Professional Standards - Successfully Completing your Annual Training Hours during Coronavirus Distancing

MT OPI School Nutrition Programs Wednesday Webinar

April 29, 2020

+ Thank you for your time today!



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+ Thanks for joining us today



Objectives:

1. Review the USDA Professional Standards requirement.
2. Determine how many hours are required for School Food Service staff and how to easily document those hours.
3. Identify the many opportunities for free, online professional development training through state and national programs.

+ Changing Times



Professional Standards




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

School Nutrition Program Position	Required Training Hours
Program Director 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
Program Manager 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
Program Staff working \geq 20 hours/week. This is anyone that is employed to work in the School Nutrition Program.	6 annual training hours
All Program Staff working $<$ 20 hours/week.	4 annual training hours

Any training that lasts 15 minutes or longer counts!

“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>

MT School Nutrition Programs Professional Standards and Training page

<https://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/School-Nutrition-Professional-Standards-Training>

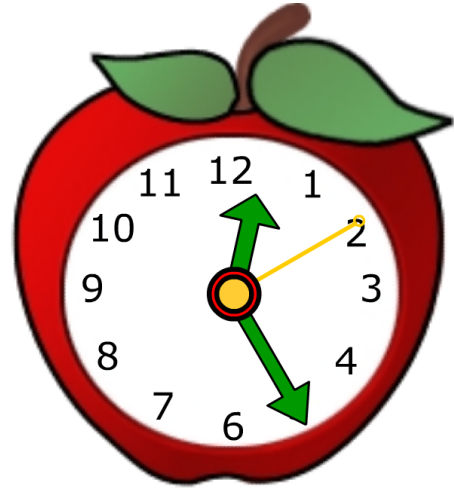
USDA Professional Standards <https://www.fns.usda.gov/school-meals/professional-standards>

+ Tips to Tracking your Training Hours

- Identify which position you and your staff are in
 - Program Director 12 hours/yr
 - Program Manager 10 hours/yr
 - Program Staff working > 20 hours per week 6 hours/yr
 - Program Staff working < 20 hours per week 4 hours/yr
- The Professional Standards “year” timeframe is from **July 1 – June 30th**.
- Hours completed in the summer can apply to either school year (one or the other; not both.)
- Develop a simple system to document and keep track of those hours.

+ What Counts?

- ✓ Civil Rights training
- ✓ Inservice on kitchen equipment
- ✓ Inservice on job safety
- ✓ Review of HACCP Plan
- ✓ Review of Standardized Recipes
- ✓ Review of Offer vs. Serve
- ✓ Demonstration of portion sizes
- ✓ In person training
- ✓ Online training



Any training that lasts 15 minutes or longer counts!

“Teachable Moments” in your kitchen can be counted towards Professional Standards training hours.

+ What is a simple system?

Need to document 3 things:

- 1. When did the training happen?
- 2. What was covered?
- 3. How many hours?

simple is beautiful.

Checking compliance at Administrative Review:

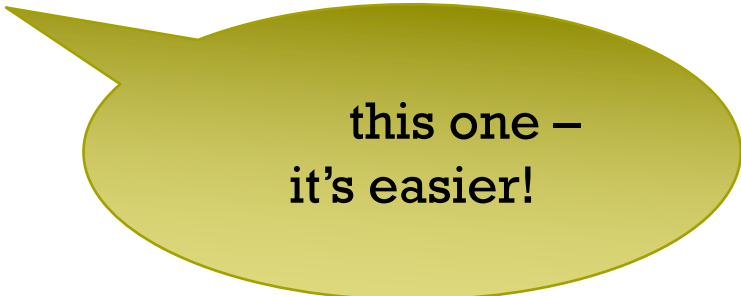
- Make sure director keeps track of annual training hours for themselves and their employees.
- Certificates are NOT required.
- Use a tracking system

+ Options for Tracking Hours

- [USDA Professional Standards Tracker Tool](#)

OR

MT OPI School Nutrition Programs developed their own tracking tool – an Excel file, available in MAPS, under *Applications > Download Forms > Professional Standards* titled “Tracking Tool”



this one –
it's easier!



Expanding Professional Development in your School District

- Include School Food Service staff in beginning of year orientation training for all employees
- Offer training to school food service staff during regularly scheduled PIR days – either with the whole group if topic is pertinent or on their own with specific training areas
- Consider a regional training by teaming up with schools in your area
 - Food Safety training with a local sanitarian
 - Farm to School Showcase
 - School health and safety topics with local experts



Hiring Standards for NEW School Nutrition Program Directors



Student Enrollment	Required Qualifications
<p>≥ 10,000 Students</p> <p>Great Falls Elementary Billings High School</p>	<p>Must have at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.* <input type="checkbox"/> Bachelor's degree in any academic major, and a State-recognized certificate. <input type="checkbox"/> Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.
<p>2,500-9,999 Students</p> <p>Kalispell Public Schools Bozeman High School Belgrade Elementary Helena Elementary Missoula Elementary Butte Elementary</p>	<p>Must have at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.* <input type="checkbox"/> Bachelor's degree in any academic major, and a State-recognized certificate. <input type="checkbox"/> Bachelor's degree in any academic major and at least 2 years of relevant experience in school nutrition programs. <input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant experience in school nutrition programs.
<p>≤ 2,499 Students</p> <p>51 Sponsors in Montana</p>	<p>Must have at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas*. <input type="checkbox"/> Bachelor's degree in any academic major, and a State-recognized certificate. <input type="checkbox"/> Bachelor's degree in any academic major, and at least one year of relevant experience in school nutrition programs. <input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least one year of relevant experience in school nutrition programs. <input type="checkbox"/> High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.
<p>< 500 Students</p> <p>199 Sponsors in Montana</p>	<p>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.</p>
<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.</p>	



+ Where can I find
professional
development
activities?

+ Montana Resources



Montana Team Nutrition - Website and YouTube



Montana Farm to School - Website and YouTube



Montana Office of Public Instruction School Nutrition Programs – [MAPS](#) & [Website](#)

+ National Resources

- School Nutrition Association
- ICN eLearning Portal
- Serv Safe Food Handler Course
- Food Handler Solutions Course
- USDA Professional Development Database



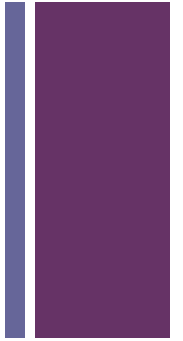


Questions or comments?



Upcoming OPI and MTN Webinars:

- School Nutrition Thursday Chat- **April 30th, 3-4 pm**
- Summer Food Service Program 101 – **May 6th, 2-3 pm**
- MAPS Applications 101 – **May 13th, 2-3 pm**
- Please let us know if you have any requests for webinars on certain topics to help you during this time.



+ For more information:

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<http://www.montana.edu/teamnutrition/contact.html>

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OPI School Nutrition Programs

<https://opi.mt.gov/Leadership/Management-Operations/School-Nutrition>

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406-444-2501

Contact your [regional specialist](#).

