HRM in CNP
A Summary of Human Resource Management in Local Child Nutrition Programs
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Credit to ICN Human Resource Management Training
https://theicn.org/school-nutrition-programs/
HRM
Role of the CNP Director

Key Area 3: Administration
Learning Code: 3400
1 hr
Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=1fe6d29e332f4698a829c6c561b609d6
Agenda

1. Basic Functions of HRM
2. Overview of local, state and federal regulations
3. Job Descriptions
4. Instilling Self-direction and Self-management in your staff
HRM
Role of the CNP Director:

Basic Functions of HRM

- Recruiting
- Selecting and Hiring
- Orientation
- Training and Re-training
- Monitoring
- Reviewing
- Motivating and Retaining technicians and managers
HRM: Recruiting

- Recruit permanent employees from the pool of substitute employees
- Hand out business cards to outstanding people you meet
- Advertise openings on your school menus and district website or social media.
- Word of mouth from current employees
- Participate in community job fairs
- Work with community organizations to advertise job openings
- Online application process
Selecting & Hiring

- Job Title & Job Description (1-2 lines)
- Pay Rate and Hours of Work per Day
- Selecting the Right Person for the Job
- Knowledge, Skills to Do the Technical Aspects of the Job
- Desirable Characteristics and Experience Necessary
- Contact Information for the Interview
- Peer Group Interview
HRM: ORIENTATION

DISTRICT ORIENTATION: Facility and District Mission/General Rules and Regulations

DEPARTMENT ORIENTATION: Parking location/school policies/security and safety/CNP Policies related to jewelry, fingernails, cell phones, etc.

SPECIFIC JOB ORIENTATION: Professional Standards/USDA Regulations/Health Dept requirements such as ServSafe
HRM: TRAINING AND RETRAINING

DETERMINE THEIR COMPETENCY LEVEL WITH KITCHEN EQUIPMENT

DETERMINE THEIR COMPETENCY LEVEL WITH TECHNOLOGY

PROFESSIONAL STANDARDS
HRM: Monitoring

PERSONAL OBSERVATION

REPORTS

AUDITS AND DATA ANALYSIS
HRM: Reviewing, Motivating and Retaining EMPLOYEES
HRM
Role of the CNP Director

Basic Functions of HRM:

Let’s recap what we have covered so far.

- Recruiting
- Selecting and Hiring
- Orienting
- Training and Re-training
- Monitoring
- Reviewing
- Motivating and Retaining CNP employees
Role of the CNP Director:

LOCAL, STATE and FEDERAL REGULATIONS & LAWS:

- Local, state, and federal regulations
- Policies relating to human resource management including:

LAWS:
HRM
Role of the CNP Director:
LOCAL, STATE and FEDERAL REGULATIONS & LAWS

Understand:

- Hiring
- Job performance and evaluation
- Formal grievances and disciplinary actions
- Harassment
- Contractual agreements
- Americans with Disabilities Act
- Wage and hour issues (Fair Labor Standards Act)
Know where to find Federal Laws & Guidelines

- E-Verify
  - https://www.uscis.gov/i-9
- Overtime Pay
  - https://www.dol.gov/agencies/whd/overtime
- Americans with Disabilities Act
  - https://www.ada.gov/
- Family Medical Leave Act
  - https://www.dol.gov/agencies/whd/fmla
- Wages and Fair Labor Standards Act
  - https://www.dol.gov/agencies/whd/flsa
- USDA Child Nutrition Program Compliance
  - https://www.fns.usda.gov/cn
Know where to find:

Alabama Labor Laws
ALSDE Forms

- Alabama State Department of Education Employee Leave Laws
  https://www.alsde.edu/sec/leafa/Leave%20Laws/EMPLOYEE%20LEAVE%20LAWS.pdf
- State of Alabama Department of Education Local School System Accident Report
- Alabama State Department of Education Child Nutrition Program Compliance
  https://www.alsde.edu/sec/cnp/Pages/home.aspx
- Alabama Department of Labor
  www.labor.alabama.gov
- Alabama Board of Adjustment
  http://www.bdadj.alabama.gov/
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    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

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HRM
Role of the CNP Director:
*Elements of a good job description*

Drafting a good job description —
❖ Effective job descriptions should contain the following elements:
  • Purpose Statement
  • Qualifications
  • Responsibilities and duties:
  • Supervisory responsibilities
  • Equipment that will be used
  • Working conditions
  • Safety
HRM
Role of the CNP
Director:
*Encourage Self-Direction & Self-Management*

How to help Child Nutrition Personnel become self-directed and self-managed staff to achieve program objectives.
HRM:
CNP Director
Ground Rules for Excellence

Leadership  Collaboration  Training  Professional Development
LEADERSHIP:

Know your District Policies & Procedures

- District Employee Policies and Procedures Manual
- CNP Employee Policies and Procedures Manual
- Employee Job Descriptions
  - Director, Asst. Director, Area Supervisor, Bookkeeper, Manager, Assistants, Custodians
- Employee Salary Schedules
- Employee Progressive Discipline Procedures
  - Employee Progressive Discipline Record
- Employee Training
- Employee Incentives
  - SNA Membership
  - ServSafe Certification
COLLABORATION:

Know your district team

- BOARD MEMBERS
- SUPERINTENDENT
- CSFO
- PRINCIPALS
- MAINTENANCE DIRECTOR
- MANAGERS
- TEACHERS AND STAFF
**TRAINING:**

*Get to know your employees & their strengths*

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Professional Development:
Give your employees incentives to learn and grow

- ALABAMA SCHOOL NUTRITION ASSOCIATION
- SCHOOL NUTRITION ASSOCIATION
- SNA CERTIFICATION
- PARTICIPATION IN THE LOCAL WELLNESS COMMITTEE
- TRAINING ON USDA RULES & REGULATIONS
- SERV SAFE TRAINING
View the ICN complete version of the Human Resources Management training under Nutrition 101. [https://theicn.org/school-nutrition-programs/]
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