HRM in CNP

A Summary of Human Resource Management in Local Child Nutrition Programs

Julie Autrey,
Education Specialist, ALSDE CNP School Programs

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
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
HRM: 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**

- Annual or Semi-Annual Performance Review
- FEEDBACK & MOTIVATION
- EMPLOYEE RETENTION
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
HRM
Role of the CNP Director:
LOCAL, STATE and FEDERAL REGULATIONS & LAWS

LAWS:

• Local, state, and federal regulations
• Policies relating to human resource management including:
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
- State of Alabama Department of Education Local School System Accident Report
- Alabama State Department of Education Child Nutrition Program Compliance
- Alabama Department of Labor [www.labor.alabama.gov](http://www.labor.alabama.gov)
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
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
TRAINING:

Get to know your employees & their strengths

- Training Program
- Orientation to the district
- Orientation at the school
- In-Service Training and Multiple online training resources
- Side by Side training in the kitchen
- Serv Safe Training
- Teaching USDA rules and regulations
- Motivating
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/](https://theicn.org/school-nutrition-programs/)
USDA Non-Discrimination Statement

• In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

• Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

• To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

• (1) mail: U.S. Department of Agriculture
  Office of the Assistant Secretary for Civil Rights
  1400 Independence Avenue, SW
  Washington, D.C. 20250-9410;
• (2) fax: (202) 690-7442; or
• (3) email: program.intake@usda.gov.

• This institution is an equal opportunity provider.