

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

**Virtual Training
 Webinars**

with

**PowerPoint
 Presentations**



AGENDA

General Information	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials	
SDE Accounting Functions	LaKecia Love , Education Specialist ALSDE, Food Distribution
Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers	
Meal Accountability	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack	
Meal Pattern	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks	
Food Production	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner	
Production Records/Record Keeping	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
HACCP	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
Memos, Civil Rights, Bid Laws	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Professional Standards	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Training Requirements, CNP Director Qualifications	
CNP Online Application	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Schedule A Revisions, Updating Information, Annual Agreement	
User Accounts, Site Data, Plate Cost, Openings and Closings	Kim Ruggles , Education Specialist ALSDE, CACFP Section
	Debbie Harris , Auditor ALSDE, Child Nutrition Program
Wellness	Joel Evans , Auditor ALSDE, Child Nutrition Program
	Brantley Tucker Surplus Commodity Administrator ALSDE, Child Nutrition Program
Human Resources	June Barrett , Program Coordinator ALSDE, Child Nutrition Program
Summer Programs	
Financial Management	
Procurement	
Food Distribution/Statewide Procurement	
Equipment Review	

HRM
Role of the CNP Director
AGENDA

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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



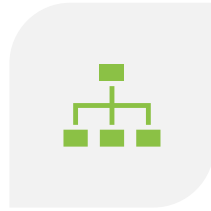
Work with community organizations to advertise job openings



Online application process

HRM:

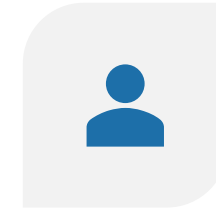
Selecting & Hiring



JOB TITLE & JOB
DESCRIPTION (1-2 LINES)



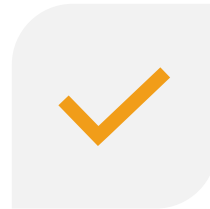
PAY RATE AND HOURS OF
WORK PER DAY



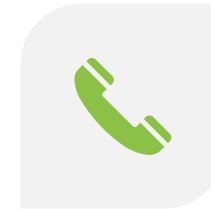
SELECTING THE RIGHT
PERSON FOR THE JOB



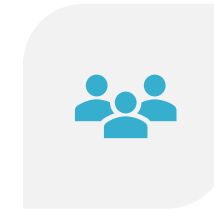
KNOWLEDGE, SKILLS TO
DO THE TECHNICAL
ASPECTS OF THE JOB



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*



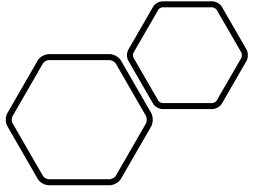
DETERMINE THEIR
COMPETENCY LEVEL WITH
KITCHEN EQUIPMENT



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

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graph TD; A[Annual or Semi-Annual Performance Review] --> B[FEEDBACK & MOTIVATION]; B --> C[EMPLOYEE RETENTION];
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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)



U.S. DEPARTMENT OF LABOR



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
- Alabama Board of Adjustment
<http://www.bdadj.alabama.gov/>

Name of Injured Party: _____ Social Security No.: _____
Home Address: _____ Employee's Date of Birth: _____
Home Phone No.: _____ County of Employment: _____
Job Title/Job Classification: _____ Time of Injury/Accident: AM _____ PM _____
Date of Injury/Accident: _____ Date Supervisor Notified: _____
Supervisor Notified: _____
A. Was accident injury the result of an automobile accident? Yes _____ No _____
If yes, attach a copy of police report of accident and submit to supervisor as soon as possible.
If you answer no to the above question, indicate the exact location where injury/accident occurred below: _____
B. Describe fully the specific activity you were performing at the time the event occurred and what happened to cause the injury/accident. Indicate the body part(s) affected. More space is provided on back of document.
C. Were there any witnesses? If so, give names, addresses and phone numbers. More space is provided on back of document.
D. At the time of the injury, were you using any protective equipment (e.g. gloves, head, eye, ear, hand protection, etc.)? Yes _____ No _____
E. Have you had a previous injury or treatment for similar injury or condition to the same body part? Yes _____ No _____
If yes, enter dates of injuries and name(s) and address of treatment provider(s). More space is provided on back of document.
F. At any time, were you pre-treated or aware of hazardous location (e.g. Caution, wet floor, do not enter signs, etc)? Yes _____ No _____ By Whom? _____
I understand the reporting of false information may disqualify me from receiving benefits and/or compensation. I certify the above information is correct to the best of my knowledge.
Signature of Claimant: _____ Date: _____
Signature of Supervisor reporting accident: _____ Date: _____
Signature of Principal: _____ Date: _____
Signature of Chief Financial Officer: _____ Date: _____
Signature of Inspector: _____ Date: _____

C. Continued: Extra Witnesses
Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____

E. Continued: Date of previous injury/condition: _____ Treatment Provider(s): _____
Date of previous injury/condition: _____ Treatment Provider(s): _____
Date of previous injury/condition: _____ Treatment Provider(s): _____
Date of previous injury/condition: _____ Treatment Provider(s): _____
Date of previous injury/condition: _____ Treatment Provider(s): _____

Form 0611

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT
MINIMUM WAGE: \$7.25
EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT
LABOR LAW COMPLIANCE CENTER
ALABAMA CHILD LABOR LAWS
UNEMPLOYMENT COMPENSATION FRAUD IS A CRIME
FRAUD PENALTIES ARE SEVERE
Job Safety and Health IT'S THE LAW!
YOUR RIGHTS UNDER THE ADA
THE LAW
STATE OF ALABAMA WORKERS' COMPENSATION INFORMATION
YOUR JOB INSURANCE
ALABAMA BOARD OF ADJUSTMENT

Understand the 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.

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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



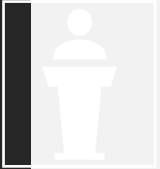
Collaboration



Training



Professional
Development

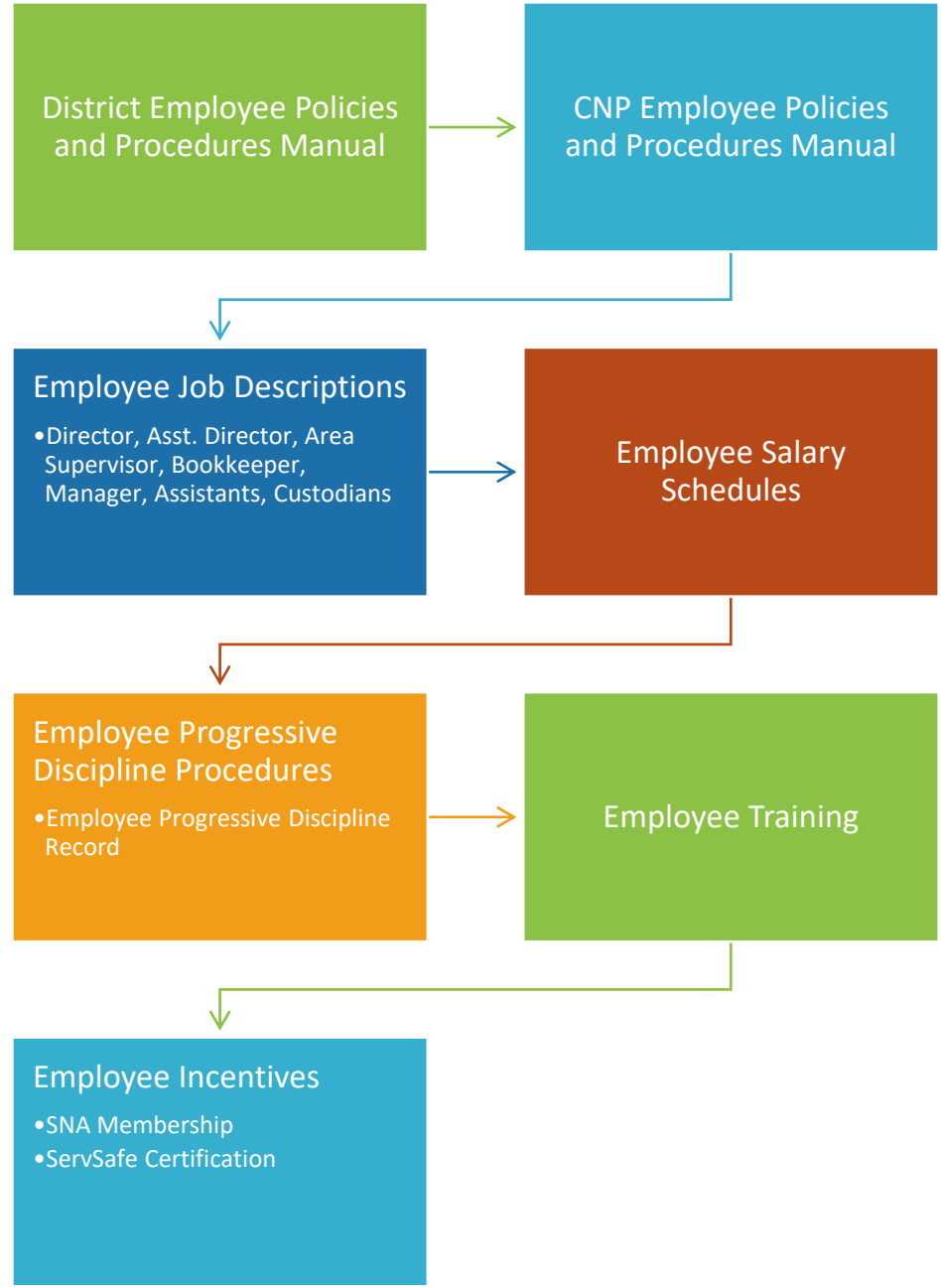


LEADERSHIP:

Know your

District Policies &

Procedures





COLLABORATION:

Know your district team



BOARD MEMBERS



SUPERINTENDENT



CSFO



PRINCIPALS



MAINTENANCE
DIRECTOR



MANAGERS



TEACHERS AND
STAFF

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

HRM:
CNP Director
Ground Rules for Excellence



Leadership



Collaboration



Training



Professional
Development

View the ICN complete version of the Human Resources Management training under Nutrition 101. <https://theicn.org/school-nutrition-programs/>



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