



CHILD NUTRITION LEADERSHIP SITE
Educate. Elevate. Empower.

Job Aid Series: Recruiting New Employees

You can have talented staff, but if they are not motivated, they will not perform at an excellent level. The increasing demands placed on child nutrition programs make it essential to attract, build, and retain motivated, capable teams. Recruitment is the first step in meeting that need. The human resource department may be responsible for recruiting employees, but this job aid will assume that the child nutrition program is primarily responsible for recruiting employees.

Recruiting New Employees:

- Hand out business cards to outstanding people you meet (for example, a great server at a restaurant).
- Advertise on websites, including your own.
- Advertise openings on your menus.
- Participate in job fairs.
- Word-of-mouth from current employees.
- Work with community organizations to advertise job openings.
- Implement an online application process so interested persons can apply 24/7 at their convenience.
- Recruit permanent employees from the pool of substitute employees.

Reference

Institute of Child Nutrition. (2022). Introduction to school nutrition leadership: Instructor's manual. University, MS: Author.

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