**BEST PRACTICES FOR SCHEDULING AND HIRING STAFF**

**SCHEDULING PRACTICES**
- Establish school board approved pay scales that increase wages for additional hours worked
- Distribute labor equally among staff
- Offer a variety of shifts to staff
- Allow flexibility in the schedule to accommodate staff

**HIRING PRACTICES**
- Offer a full-time position with increased pay by combining two or more part-time positions
- Implement a process for screening and onboarding new hires
- Provide detailed job descriptions and benefits of working in a school nutrition program
- Hire temporary staff when needed to avoid overworking current staff
- Allow candidates to apply for multiple locations/sites in one application
- Hire candidates to work for the district and create annual plans to meet program needs

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