BEST PRACTICES FOR MANAGING STAFF

TRAINING STAFF IN SCHOOL NUTRITION PROGRAMS

- Identify staff areas of improvement
- Coordinate new training opportunities through State agency or organizations that support school nutrition professionals
- Provide a list of short, self-paced courses for staff to complete by a scheduled time, and provide follow-up support
- Rotate tasks among staff to increase their strengths and skills in all areas
- Collect and share best practices with staff in neighboring schools within the school district

TASK SHARING IN SCHOOL NUTRITION PROGRAMS

- Create teams among staff to complete tasks that take 30 minutes or more
- Allow staff to master new tasks outside of normal duties to assist when needed
- Pay frontline staff to work additional hours to fill in for staff who are out for the day
- Request child nutrition program (CNP) directors and assistant directors to assist with the daily operations

STAFF SHARING IN SCHOOL NUTRITION PROGRAMS

- Garner staff support from neighboring program sites when delays in meal service or distributions are expected
- Rotate CNP staff between school sites to assist with meal preparation and delivery
- Recruit non-school nutrition personnel to support and assist in meal distribution
  - Check with transportation staff about making deliveries in between routes
  - Recruit building staff to support carrying meals from kitchen to carrier
  - Gain support from administrators to recruit backup transportation for deliveries

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