

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



This project was funded using U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider, employer, and lender.

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Suggested Reference Citation:
Institute of Child Nutrition. (2022). *Best practices for managing staff*. University, MS: Author.

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08/18/2022