

Professional Standards of Temporary, Substitute, and Acting Staff Positions

Purpose:

This instruction sets forth the policy to direct sponsors (schools and Residential Child Care Institutions (RCCIS)) to ensure that local school nutrition program personnel, specifically temporary, volunteer, substitute, and acting staff positions, in the National School Lunch and Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.

Scope:

Sponsors (schools and RCCIs) participating in the National School Lunch and Breakfast Program.

Description:

When determining if substitutes, temporary (acting) staff, and volunteers need annual training hours, schools should take two items into consideration - the regular scheduled hours of these employees and their job responsibilities/duties to determine if they are program staff.

Definitions: Program staff are involved in the day to day operations of school food service, with no managerial responsibilities. Someone who only runs the Point of Sale System and is not responsible for identifying a reimbursable meal is not considered program staff; someone who only monitors the students in the food service area is not considered program staff, and someone who only works in the dishwasher room is not considered program staff. However, these employees should be knowledgeable and trained on their job responsibilities/duties.

Substitutes:

- Non-permanent substitutes do not need to meet required training hours.
 - Permanent substitutes are substitutes that receive regular weekly hours.
- Permanent substitutes that cook, cashier, are involved in the preparation and service of school meals or are involved in other program operations such as eligibility determinations, meal counting and claiming, and so on, are considered program staff and would be required to meet training hour requirements.

Temporary (Acting) Staff:

- If a school food service employee is out on short-term medical leave and a substitute or volunteer needs to fill in during the medical leave, that substitute or volunteer does not need to meet training hours.
- If a school utilizes a temporary service agency, temporary staff, obtained through an agency, would not need to meet the required training hours.

Volunteers:

- Sponsors will need to look at the volunteer job duties/responsibilities and determine if they receive regular weekly hours.

- If a volunteer receives regular weekly hours and is considered program staff, then they must meet the annual training requirements. For example, a volunteer that cooks, serves on the line, and identifies a reimbursable meal, on a regular/weekly basis, would need to meet the required annual training hours.
- If a volunteer only monitors the students in the cafeteria and has no other job responsibilities/duties, they will not be required to meet training hours because they are not considered program staff.

For questions or concerns about this requirement, schools can reach out to the Indiana Department of Education to receive clarification.

SOURCE: INDIANA DEPARTMENT OF EDUCATION'S SCHOOL AND COMMUNITY NUTRITION DIVISION