

# MINIMUM HIRING STANDARDS FOR FOOD SERVICE DIRECTORS

Sponsors must follow the United States Department of Agriculture’s (USDA) hiring standards. View page six of the [Ins and Outs of Hiring the School Nutrition Director Guide](#) for the requirements and use the guide to assist with recruiting and hiring a new school nutrition programs director. Within the guide, you will find how to create a job description, determine compensation range, prepare job postings, recruit, and select the best candidate.

Sponsors must complete the [New School Nutrition Programs Director Hiring Form](#) for the potential new School Nutrition Programs (SNP) Director. Please complete the form for your candidate, so that IDOE may determine if the candidate meets or does not meet the USDA hiring standards.

Student Enrollment	Education & Experience	Food Safety Certification
<b>&lt; 500 students*</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree with specific major **</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and a State-recognized certificate</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and 1 year of relevant food service experience (documented volunteer experience may count)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Associate’s degree with specific major** and at least 1 year of relevant food service experience (documented volunteer experience may count)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ High school diploma (or GED) and 3 years of relevant food service experience (documented volunteer experience may count)</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 8 hours of food safety training within 5 years prior to the start date, or completed within 30 calendar days of the starting date.</li> <li>▪ SNP Directors must obtain food safety certification every 5 years.</li> </ul>
<b>500 – 2,499 students*</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree with specific major **</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and a State-recognized certificate</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and 1 year of relevant food service</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 8 hours of food safety training within 5 years prior to the start date, or completed within 30 calendar days of the starting date.</li> <li>▪ SNP Directors must obtain food safety certification every</li> </ul>

	<p>experience (documented volunteer experience may count)</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Associate’s degree with specific major** and at least 1 year of relevant food service experience (documented volunteer experience may count)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ High school diploma (or GED) and 3 years of relevant food service experience (documented volunteer experience may count)</li> </ul>	5 years.
<b>2,500 – 9,999 students</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree with specific major**</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and a State-recognized certificate</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and at least 2 years of relevant SNP experience</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Associate’s degree with specific major and at least 2 years of relevant SNP experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 8 hours of food safety training within 5 years prior to the start date, or completed within 30 calendar days of the starting date.</li> <li>▪ SFA Directors must obtain food safety certification every 5 years.</li> </ul>
<b>10,000 or more students</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree with specific major **</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and a State-recognized certificate</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree with any academic major and at least 5 years of experience in management of school nutrition programs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 8 hours of food safety training within 5 years prior to the start date, or completed within 30 calendar days of the starting date.</li> <li>▪ SFA Directors must obtain food safety certification every 5 years.</li> </ul>

\*LEAs with <2,499 students have additional flexibilities. Contact the State Agency for more information.

\*\***Specific major:** Academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.