

MINIMUM HIRING STANDARDS FOR SCHOOL NUTRITION DIRECTORS

Sponsors must follow the United States Department of Agriculture’s (USDA) hiring standards. View 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 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 [School Nutrition Programs Director Hiring Form](#) for the potential new school nutrition director. Please complete the form for your candidate, so that the State agency may determine if the candidate meets or does not meet the [USDA hiring standards](#).

Student Enrollment	Education & Experience	Food Safety Certification
<p>< 500 students*</p>	<ul style="list-style-type: none"> ▪ Bachelor’s degree with specific major ** <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and a State-recognized certificate <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and 1 year of relevant food service experience (documented volunteer experience may count) <p>OR</p> <ul style="list-style-type: none"> ▪ Associate’s degree with specific major** and at least 1 year of relevant food service experience (documented volunteer experience may count) <p>OR</p> <ul style="list-style-type: none"> ▪ High school diploma (or GED) and 3 years of relevant food service experience (documented volunteer experience may count) 	<ul style="list-style-type: none"> ▪ 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. ▪ SNP (School Nutrition Program) Directors must obtain food safety certification every 5 years.
<p>500 – 2,499 students*</p>	<ul style="list-style-type: none"> ▪ Bachelor’s degree with specific major ** <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and a State-recognized certificate <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and 1 year of relevant food service 	<ul style="list-style-type: none"> ▪ 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. ▪ SNP Directors must obtain food safety certification every 5 years.

	<p>experience (documented volunteer experience may count)</p> <p>OR</p> <ul style="list-style-type: none"> ▪ Associate’s degree with specific major** and at least 1 year of relevant food service experience (documented volunteer experience may count) <p>OR</p> <ul style="list-style-type: none"> ▪ High school diploma (or GED) and 3 years of relevant food service experience (documented volunteer experience may count) 	
<p>2,500 – 9,999 students</p>	<ul style="list-style-type: none"> ▪ Bachelor’s degree with specific major** <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and a State-recognized certificate <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and at least 2 years of relevant SNP experience <p>OR</p> <ul style="list-style-type: none"> ▪ Associate’s degree with specific major and at least 2 years of relevant SNP experience <p>OR</p> <ul style="list-style-type: none"> ▪ High school diploma (or GED) and at least 10 years of relevant SNP experience 	<ul style="list-style-type: none"> ▪ 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. ▪ SFA Directors must obtain food safety certification every 5 years.
<p>10,000 or more students</p>	<ul style="list-style-type: none"> ▪ Bachelor’s degree with specific major ** <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and a State-recognized certificate <p>OR</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree with any academic major and at least 5 years of experience 	<ul style="list-style-type: none"> ▪ 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. ▪ SFA Directors must obtain food safety certification every 5 years.

	<p>in management of school nutrition programs.</p> <p>OR</p> <ul style="list-style-type: none"> ▪ High school diploma (or GED) and at least 10 years of relevant SNP experience 	
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***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.