

## 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
<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.