

Hiring & Retaining Staff: Your Most Precious Commodity

July 25. 2022





HOUSEKEEPING







center for BEST PRACTICES

No Kid Hungry's Center for Best Practices provides information, tools, and resources designed to end childhood hunger.

bestpractices.nokidhungry.org

Meet Today's Speakers

Donna S. Martin, EdS, RDN, LD, SNS, FAND

School Nutrition Director
Burke County Public Schools

dmartin@burke.k12.ga.us

Walter Campbell
Executive Director of Nutrition Services
Charleston County School District

walter_campbell@charleston.k12.sc.us



District Profile



- Burke County population: 22,000
- District Size: 4,300 students
- Number of Schools: 5
- Breakfast ADP: 78%
- Lunch ADP: 83%
- CACFP, At Risk After School Meals, FFVP, SFSP
- Free and reduced-price eligibility: 100% CEP
- Budget: \$5M

District Profile





- Charleston County covers over 1,300 square miles
- District Size: 48,500 students
- Number of Schools: 80
- CACFP, At Risk After School Meals, FFVP, Summer Meals, Head Start, Early Head Start, Farm to School ,NSLP, SBP
- Team of 400 School Nutrition Professionals
- Budget: \$31M

Recruiting



High School Students No Kid Hungry Ambassador Program





Looking for staff in all the wrong places?

Bus Drivers/Bus Monitors











Retired School Nutrition Employees

Culinary Programs





Temp Agency





Substitute Teachers





Parents



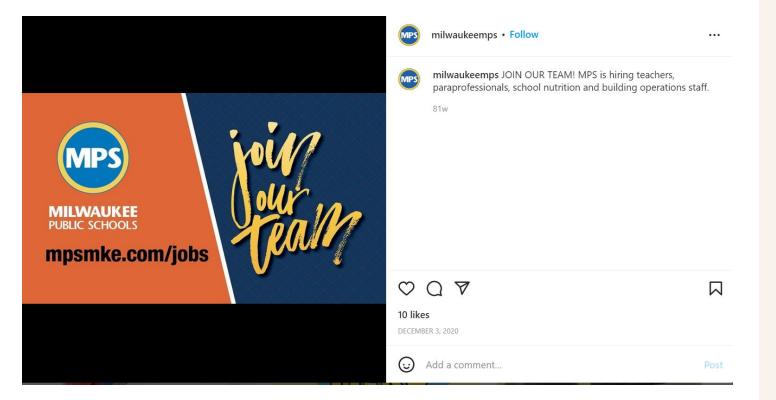






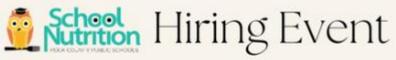
Advertise

Instagram and Facebook Posts





Come see us at one of our hiring event sites next week, We look forward to meeting you! #LovePolkSchools



Pay starting at \$15/hr plus benefits

On-site applications and interviews

Please bring photo ID, social security card or residence card, and proof of 10th grade education All potential applicants MUST check in at the front office

JUNE 28TH, 2022

Bartow High

9am - 11am in Office Conference Room No Translator Present

Davenport High

9am - 11am in Cafeteria Translator Present

Haines City High

1pm - 3pm in Office Conference Room Translator Present

JUNE 30TH, 2022

Lake Gibson High

9am - 11am in Cafeteria No Translator Present

Frostproof Middle/High

9am - 11am in Office Conference Room Translator Present

Lake Region High

1pm - 3pm in Cafeteria Translator Present

Auburndale High

1pm - 3pm in Cafeteria No Translator Present

Hiring for all schools not just those listed above

LAMAR COUNTY SCHOOLS

Staff Directory

School Nutrition Program

Board

Menus

Home

<u>Newsletters</u>

Nutriton Nuggets

Lamar County School System / Departments / School Nutrition Program

District Calendar

For Staff For Parents

SCHOOL NUTRITION PROGRAM

Departments

Lamar County Schools Nutrition Program Food Assistants needed.

Apply on line through the Personnel Department or pick up an application at:

The Lamar County Board of Education 100 Victory Lane, Barnesville, GA 30204

Language & Disability TaglineMulti-Language Poster



Schools Email

Marketing Your Positions with Social Media-YouTube



Search



Your Future is in Our District: Nutrition Service Aides

258 views • Jul 11, 2019















Setting up a Job Fair

- Advertise, Advertise
- Select a large space that is easily accessible to the public
- Create banners & signs for outside & inside
- Recruit help!



Use flyers!



FOOD SERVICE AIDE JOB FAIR Benefited Positions Available!

When & Where:

Friday Sept. 17 2021

2PM - 4PM

Alvin A. Morris Administration Center 903 S Edgemoor Wichita, KS 67218

Main Entrance



HELP US FEED WICHITA KIDS!

APPLY NOW

www.usd259.org "Careers" "Food/Nutrition" Job# 19271

Positions for 2-6 hours a day

Starting wage \$13.82/hour

No weekends or holidays



NOW HIRING FOOD SERVICE AIDES

Positions for 2-4 hours a day Starting Wage \$13.49/hour No Weekends or Holidays

Apply Online at www.usd259.org - "Careers" - Job ID 16001

See Children Smile Every Day

Flyers

- Meal Boxes
- Churches
- Backpacks
- Senior Centers
- Graduating Seniors



Job Fair



FULTON COUNTY SCHOOL NUTRITION IS HIRING FOOD SERVICE WORKERS

SATURDAY, JUNE 25, 2022 | 9:00 A.M.- 1:00 P.M.
NORTH SPRINGS HIGH SCHOOL
7447 ROSWELL ROAD NE.
SANDY SPRINGS, GA 30328

- Interviews & on the spot job offers
- Competitive wages starting at \$16.48/ hr
- 4.5 & 5.5 hr benefitted positions available





APPLY TODAY tps://bit.ly/snpapply





2022
Operations Support
JOB FAIR

- On-site Interviews
- Hiring Incentives for Most Positions
- Competitive Salaries
- No Weekends
- Benefit Eligible Positions
- Employee Wellness Program

More Information

https://jobs.fultonschools.org/
@GO_Fulton

Register Today!



Positions Available

- Maintenance
- Police & Security
- Custodians
- Paraprofessionals
- Food Service Workers
- Transportation

June 25, 2022

9:00 am - 1:00 pm EST North Springs High School

7447 Roswell Road Northeast Sandy Springs, GA 30328





Food Service Aide Job Fair Today Apply Inside

Marketing Your Positions with Social MediaFacebook



FRIDAY, SEPTEMBER 17, 2021 AT 2 PM - 4 PM

Food Service Aide Job Fair

903 S Edgemoor St, Wichita, KS 67218-3337, U...

Event Ended

•••



- Event by Wichita Public Schools
- 903 S Edgemoor St, Wichita, KS 67218-3337, United States
- Public · Anyone on or off Facebook

About

Discussion

What To Expect

Our Nutrition Services department is hosting a Food Service Aide Job Fair at the district's Alvin E. Morris Administrative Center, 903 S. Edgemoor.

Positions are 2-4 hours per day; starting wage is





Wichita Public Schools

Jan 19 · 🚱

Looking for a flexible job with great hours? Our Food Service Aide positions start at \$13.82 per hour with shifts ranging from 2-6 hours per day. No weekends or holidays required. For more details, go to usd259.org/careers and search for the "Nutrition Services" icon.



We are hiring FOOD SERVICE AIDES







usd259.org

WICHITA PUBLIC SCHOOLS

Learn more







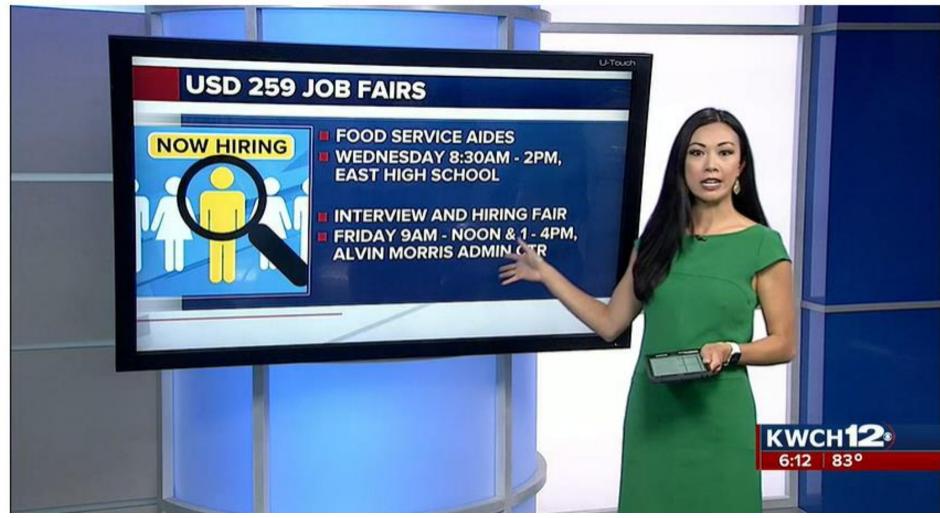
Marketing Your Positions-Signage





Marketing Your Positions with Media

Wichita Public Schools hiring for hundreds of positions ahead new school year



Business card with QR code

ADREA KATZENMEIER

Assistant Director Nutrition Services

akatzenmeier@usd259.net

P:(316) 973-2211 F:(973) 973-2162

3850 N Hydraulic St Wichita, KS 67219

usd259.org/nutrition





Use your District Vehicles!



NOW HIRING

Marketing Your Positions – Other Ideas

Email blasts to parents

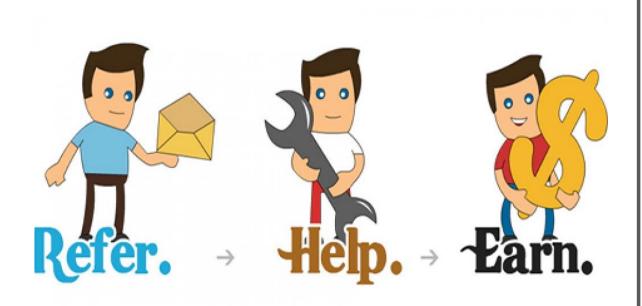
Contact local news/newspaper/radio outlets

Work with area ethnic groups, senior services

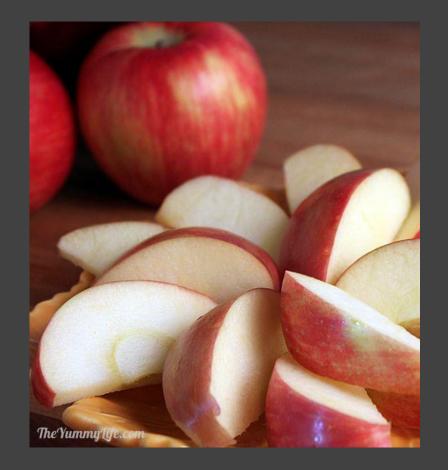
Temporary staffing agencies

Advertise to graduating seniors

Employees Spread the Word – Referral Bonus









Labor Saving Ideas

- Close dish room
- Decrease scratch cooking
- Buy cut up fruit and washed lettuce

Hiring



Hiring



Job Description

- Review your job description often
 - What needs to be added or removed?
 - What skill set are you looking for?
- Link in app to job description

Job Title: Food Service Aide

Position Function: Under the direct supervision of the Building Principal, Cafeteria Manager when applicable, and Program Supervisor. The primary function of this position is to assist with meal serving, cleaning of area and equipment.

Essential Performance Responsibilities:

- Assists with arrangement of serving lines and service of food, following menu and portion sizes as
 provided and meeting meal service standards.
- · Able to read, understand and follow production records.
- Assists with food preparation and garnishing as needed
- Performs general cleaning, which may include sweeping and mopping of floors of kitchen and serving line areas, equipment, pots and pans, and transport carts
- Lifts and carries food and supply items to work stations
- · Maintains sanitation and food safety standards
- Performs other assigned duties as may be required by the Building Principal, Supervisor of Elementary Programs, and/or Supervisor of Secondary Programs

Additional Duties: Assists with additional duties as assigned by supervisor.

Equipment: This position requires the ability to use of basic kitchen equipment. This position may require the ability to use iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

Travel: Limited travel between schools and central offices may be required.

Physical and Mental Demands:

- Regular attendance is important
- · Attendance at required meetings
- Frequent; Lifting of 10 lbs, Carrying up to 25 feet of 10 lbs, Bending and twisting at the waist, Standing, Repetitive handling/grasping and fine finger manipulation, Reaching, Rotation of head/neck, Flexion
- Occasional; Lifting of 10-20 lbs, Carrying of 20 lbs up to 25 feet, Pushing/pulling of 10 lbs up to 50 feet, Walking
- Limited; Lifting of 20-50 lbs, Carrying up to 25 feet of 20-50 lbs, Pushing/Pulling 10-50 lbs up to 50 feet,
 Climbing/balancing, kneeling, crouching, forceful gripping
- Exposure to odors, fumes and chemical solutions

Knowledge, Skills, and Abilities:

- Ability to communicate both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information
- Ability to communicate effectively with a Supervisor when their discretion is needed
- · Ability to perform as an effective team player
- · Ability to plan, organize, make decisions and prioritize work to meet the daily demands of the building
- · Exhibits a professional manner and a positive attitude
- · Uses good judgment to make decisions on recurring assignments
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance

Reviewed by HR 06/11/2018

^{*}Subject to revision without notice*

Review Your Hiring Processes



Pull applications more often



Respond to applicants quickly



Interview more often



The faster you interview, the more likely you are to attract a potential employee!

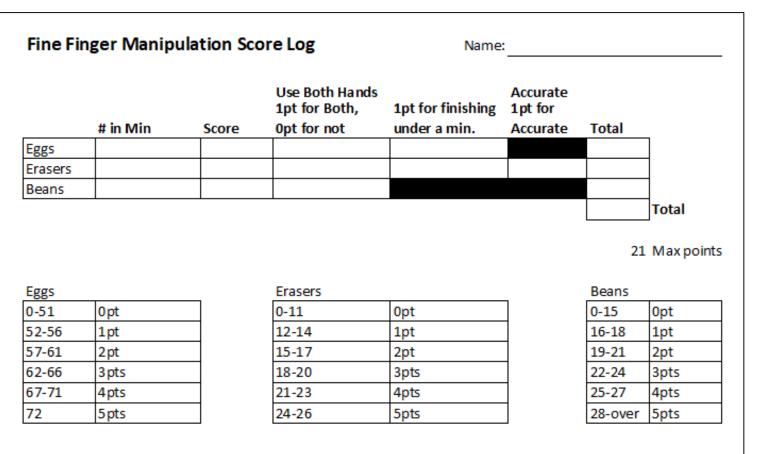
Hiring Process



Interview process

- On average, each interview lasts 40 minutes
 - 5 minutes: Fine Finger Manipulation Testing
 - Applicant must meet a minimum score to move forward
 - 15 minutes: Interview
 - 20 minutes: Testing (computer, math, comprehension)
- Minimum required assistance is 3 people
 - 2 people to interview
 - 1 person to do Fine Finger Manipulation Yesting & escorting

Fine Finger Manipulation Testing



Minimum score to move forward with interview = 11

Interview Questions

- Interview questions are streamlined
- Each question has a rating criteria; candidate is to be scored on how they answered the question
- Supervisors record interview in online form
- Interview questions are shared in the app link

Question 7: Describe what you 6 points would do in the following scenario: You arrived at work to find the refrigerator is not working. Choose One 0: do nothing or dont have an answer 1: tell supervisor 2: check to make sure it is plugged in or that the power is working 3: checked the food (temp/spoilage) or moved the food to another refrigerator

Testing

- Part One:
 - English comprehension
 - 5 multiple choice questions
 - Based on Personal
 Hygiene Standard
 Operating Procedures
- Questions are shared in the app link

True or False – Do not report to work if you have diarrhea, vomiting, sore throawith fever, jaundice or an infected wound.
O True
○ False
Chewing gum can take place in the following location?
At the serving line while serving
At the 3 compartment sink while doing dishes
O In the kitchen while preparing food
O In designated area

Testing

- Part Two:
 - Computer ability
 - Food service knowledge
 - Math skills
 - Money skills
 - Reimbursable meals
- Questions are shared in the app link

If the change required is \$6.55, select the option of the money you would give them.





Option 1



Option 2



Option 3

Option 4

Selection Process

- Applicants are scored on a standardized score sheet
- Cut-off score qualifications
- Place applicants with high score first

Applicant Name	FFM (21) =	Intervie		Written test Part 2 (32)	TOTAL (97) =	Pass FSA1? =	Pass FSA2?	Site Preferences
Goofy	10		0	0			no	Sunny Elementary, Friends High
Pluto	21	26.5	8	21	76.5		yes	Kellogg Middle, Friends High
Mickey	9	0	0	0				OK Elementary, North Middle, Kansas High
Donald	17	29.5	10	28	84.5	yes	yes	Kansas High, Cook Middle, Kellogg Middle
Ariel	13	0	0	0	13	no	no	Any site
Elsa	11	30.5	10	25	76.5	yes	yes	Sunny Elementary, Friends High
Rapunzel	15	28	10	20	73	yes	yes	Fun Elementary, OK Elementary, Sunny Elementary
Belle	12	28	10	24	74	yes	yes	Kansas High, Cook Middle, Kellogg Middle
Daisy	16	27.5	10	26	79.5	yes	yes	Kansas High, Fun Elementary
Pluto	6	0	0	0	6	no	no	Any Sitehas to leave by 1:30pm
Anna	12	27	10	25	74	yes	yes	Kansas High, Cook Middle
Lilo	14	19.5	10	21	64.5	yes	no	Kellogg Middle, Cook Middle
Winnie	8	0	0	0	8	no	no	Sunny Elementary, Friends High
Jiminy	11	26.5	10	19	66.5	yes	no	Kellogg Middle, Kansas High

Onboarding



Onboarding Email

 Email is sent by Nutrition Services after applicant is offered & accepts position

Minnie,

Welcome to the Wichita Public Schools Nutrition Services Department! In your new position, you are a crucial part of providing the fuel to inspire, transform and empower all students to dream, believe and achieve.

Before you begin working at your school, you must complete the online training:

https://forms.gle/xqabnneshgd8eRXZ8. This an introduction to your Nutrition Services job and Wichita Public Schools. The training covers important information such as uniform requirements, attendance policy, payroll, and your working calendar.

Your work assignment:

- Job Title: Food Service Aide 2
- Working Hours: 6:30am-8:00am; 10:30am-2pm
- School: Fun Elementary School
 - School Address: 1234 N Orlando Drive
 - School Office Phone Number: 555-5555
 - School Principal: James P. Sullivan
- Nutrition Services Supervisor Information:
 - Flynn Rider, 555-4455, <u>flynrider@usd259.net</u>
 - Cruella De Vil, 555-4444, <u>cruelladevil@usd259.net</u>

In the first few days of starting at your school, you will receive a New Hire Packet at the school. You need to read through it and sign the paperwork as indicated. Some papers will need to be returned to the Nutrition Services Main Office.

If at any time you have questions regarding the hiring process or your position, feel free to reach out to your Nutrition Services Supervisor(s) as listed above. Welcome to our team!

Online Onboarding

- Applicant to complete online onboarding before start date
- Online onboarding is paid
 - Work Calendar
 - Payroll Information/Time Clock
 - Attendance Procedure
 - Uniform Guidelines
 - Food Safety
 - Civil Rights

21-22 Food Service Aide New Hire Orientation



akatzenmeier@usd259.net (not shared) Switch account



Who is Nutrition Services



Overview

Nutrition Services provides nutritious breakfasts, lunches and snacks to students from grades Pre-K -12, as well as infants and toddlers in Child Development Care Centers. Nutrition Services operates many programs under the USDA's Child Nutrition umbrella – the National School Lunch and Breakfast Programs, the Child and Adult Care Food Program, the Summer Food Service Program and the Fresh Fruit and Vegetable Program. Each USDA program operates under a different set of regulations and Nutrition Services is reimbursed at different rates for the meals served.

Onboarding Day 1

 New hire reports to assigned school to observe & meet key staff, enroll in timeclock & orientate to building

Dat	Date of Training Day 1								
Item									
1	Orientation of building-location of kitchen, time clock, office and restrooms								
	Introduction of New Employee to school staff including; Principal, Satellite Cashier, Timekeeper 2 and Nurse (if available)								
2									
3	Have timekeeper enroll you in timeclock								
3	Orientation of kitchen and where to find supplies, utensils, hairnets, aprons, etc.								
4	Locate the SOP Notebook; look through it before lunch starts.								
5	Observe Lunch Prep and Service to get a feel for what the job entails.								
	Daily Task List; Personnel SOP 18. Locate Daily Task List posted in the kitchen. Conduct a breif								
6	overview and point out where this can be located in the kitchen.								

Onboarding Day 2-3

- Onboarding at the main office
 - Online trainings
 - Uniform fitting
 - Log into district applications/email
 - Meet with supervisor

Day 1

- Yearly Review https://goo.gl/forms/I5QXv6RSYybiznIQ2 45 minute training
- HACCP https://forms.gle/NpWuhq8APZMHj533A 1.5 hour training
- KDA Inspection https://forms.gle/F9PkRGjMKST2E2q37 5 minute training
- Meal Service https://forms.gle/rxsHtjfRjBbTADQ29 45 minute training

TIP: to make a video larger, click on the share icon and then the Link.





Day 2

- Forms https://forms.gle/Ro5urQMaJHqFNRiA6 1.5 hour training
- Personnel https://forms.gle/3Dib6GZZgfwxfXeD7 30 minute training
- Recipes https://forms.gle/bG36X6fBXNTq2m7A6 5 minute training
- Special Diets https://forms.gle/Cc1mVNw5HzzzX2SH7 30 minute training
- SmartTemps Training https://forms.gle/diJ9W9TAaQSmEcqk6 15 minute training

Onboarding Day 4-5

- New hire reports back to assigned school & works with trainer or manager
 - Job Shadowing
 - Food Safety
 - Paperwork
 - POS
 - Reimbursable Meals
 - Standard Operating Procedures

Retention



Keeping up morale!!

- What Is Employee Morale Really?
- Forbes magazine defines it as, "...the attitude, satisfaction, and overall outlook of employees during their association with an organization or a business."





One time bonus! Retention bonus!



Television



Harford County hikes pay for bus drivers, food service workers

215 views - 7 months ago

YouTube > WBAL-TV 11 Baltimore

Staff Shoutout Board



Staff Recognition Board: Let the Positivity Shine!











Team Building Activities

Employee of the Month



Employee of the Month, Quarter, Year!







Hunger Hero Spotlight Social Media





Congratulations to LCSNP Employee of the Year!! You are a integral part of the Lamar County Schools And LCSNP.



Lamar County Schools-Barnesville, GA April 28 · 🕅

School Nutrition- Sandy Spraggins, LCES Cafe Manager. Pictures with principal Dr. Phonecia Wilson and Director of School Nutrition Dawn St Michal.



End of the Year Banquet

Shoutouts on Social Media



Who is a woman in school nutrition that inspires you?

WOMEN'S HISTORY MONTH **MARCH 2021**







SCHOOL NUTRITION CONSULTANT SCHOOL MEALS THAT ROCK





schoolnutritionassoc · Following



schoolnutritionassoc It may be the final days of #WomensHistoryMonth, but SNA is still celebrating the women who inspire us. Jeanne Reilly, Food Service Director of @lunch4kids_rsu14, says she's inspired by #schoolnutrition champion Dayle Hayes, MS, RD, of @SchoolMealsThatRock.

"I cannot think of anyone who had done more to elevate school meals and to celebrate how 'School Meals Rock,'" Reilly says. "Dayle has dedicated herself to highlighting amazing school nutrition programs from all across the country, but more than that—she is so authentic and genuine. She is an amazing friend and a wonderful mentor to so many school nutrition professionals everywhere!"

64w









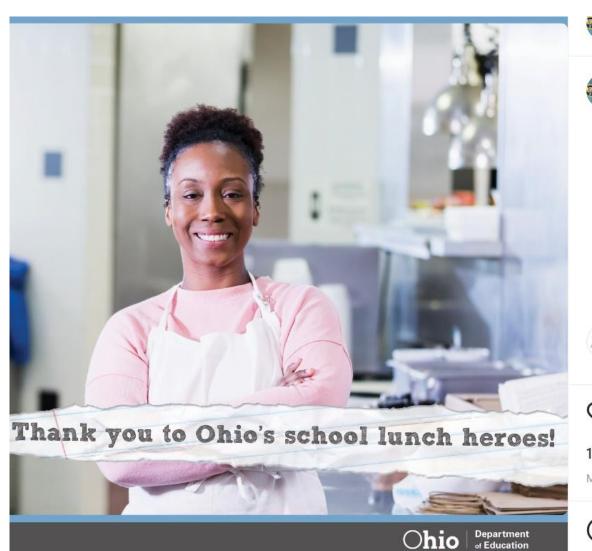


liked by jeanne_reilly and 31 others

MARCH 29, 2021



Add a comment...





oheducation • Follow



oheducation Today's special: Nutritious entrées with a side of kindness and an extra serving of care!

Today is School Lunch Hero Day and we're celebrating Ohio's school food service teams for their work to ensure whole child nutrition needs are met so students are focused and ready to learn.

We thank these professionals for their dedication to supporting Ohio's students and learning communities!

6w



akronschoolsoh You all do so much! Thank you for everything!



6w 1 like Reply









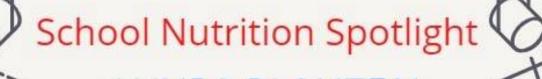
19 likes

MAY 6

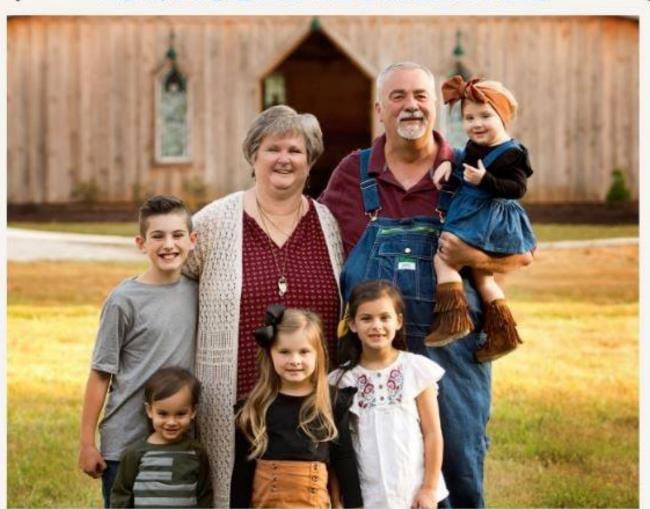


Add a comment...

Post



LUNDA BLANTON R.M. MOORE ELEMENTARY



walter_campbell@charleston.k12.sc.us 1,164 Tweets

Following



walter_campbell@charleston.k12.sc.us @Gotschoollunch · Jun 21 · · · · Laverne Taylor - retiring after serving over 2.5 million meals to the children of Charleston! Thank you Laverne! Laverne is with her best friend from 6th grade - Patricia. @SchoolLunch @SNAofSCarolina



District School Nutrition Social Media Page





laveenchildnutrition • Follow

Laveen Village, Phoenix, Arizona



laveenchildnutrition Welcome new followers!

We thought we would re-introduce ourselves since we have recently had an uptick in followers. (Thank you for that btw.) We are the Child Nutrition Department for the Laveen Elementary School District in Laveen, AZ. (Laveen is an urban village in the southwest part of Phoenix.) Our district has 9 elementary schools K-8th grade.

We want to show you behind the scenes footage of all the work we are doing in our cafeterias, show you parts of our journey to move towards more speed scratch cooking, and get you excited about school food.

Thanks for being on this journey with us!











28 likes

NOVEMBER 29, 2021



Add a comment...

Celebrate Birthdays





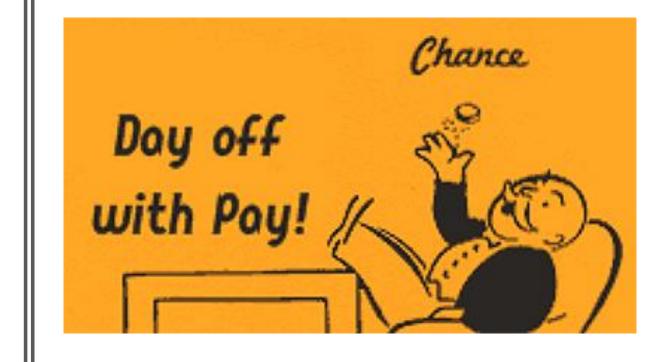


Recognize at Board Meeting

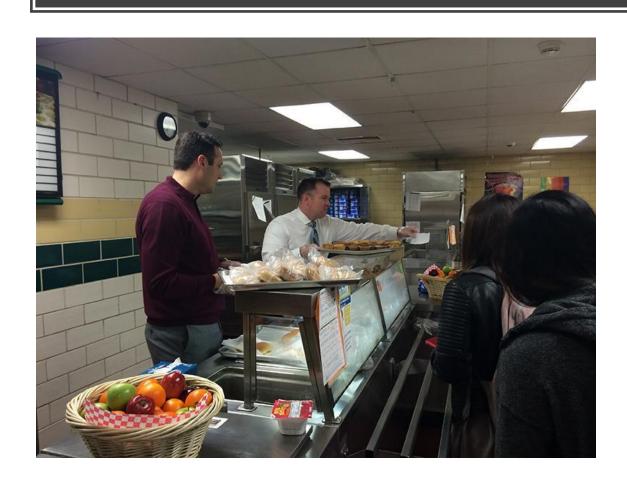
Time off pass







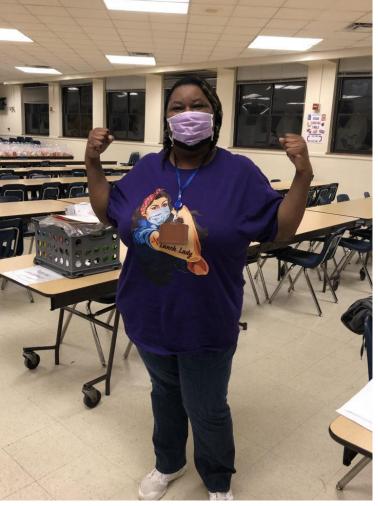
Have School Administrators Serve On Line













Jackets





Productivity Incentive





STAFF 25% SHORT

\$100 EXTRA EVERY TWO WEEKS

Inexpensive Gifts



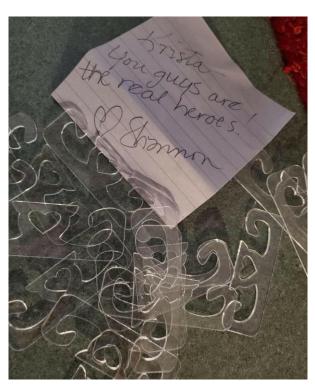




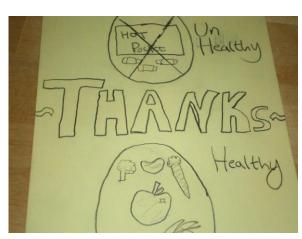
School Branded Items



Student thank you notes!









Theme Days Frozen – Disco Boogie Theme Day Super-Heroes – Football team day







Holiday Dress Up Christmas – Halloween – Dr. Seuss













Buy them lunch!

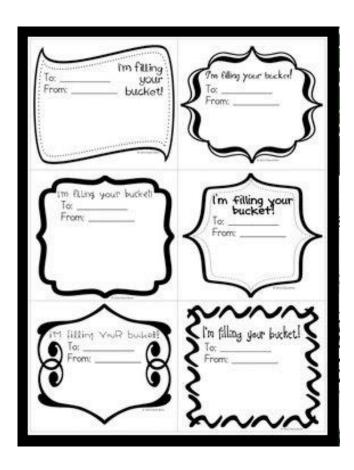
Sweet Treats











Fill up their buckets!

School Lunch Super Hero Day



Give out "caught you doing good coupons".







State Director came and recognized staff

- Post Sanitation Scores
- Post Serve Safe certificates



Nominate your employees for School Nutrition Association Awards



Invest in your staff

Training

- Computer Camp
- Culinary Camp
- Manager Training
- Refresher training







