

F·R·A·C



FOOD RESEARCH
& ACTION CENTER

Hiring a School Food Service Director that will Support your Advocacy Work

The school food service director in your area has primary authority over the child nutrition programs including school breakfast, lunch, summer food and afterschool snacks and suppers. They have the potential to be your greatest ally in ensuring that low-income children have access to these vital programs and that the food served is of high nutritional quality and attractive to children.

To guarantee that the candidate for this position understands the important role the child nutrition programs play in combating hunger and promoting nutrition for low-income children, work with the hiring committee to incorporate the following throughout the hiring process.

JOB DESCRIPTION:

Include the following information in the job description.

Our public school system is committed to providing nutritious meals and snacks for the city's children before, during, and after school as well as during the summer through the federal child nutrition programs. The successful candidate must have demonstrated experience with, and commitment to these programs.

APPLICATION:

Request the following information in the application.

Please provide a description of your efforts to combat hunger and promote good nutrition through community feeding programs. Include examples of work you have done and programs you have managed through school and community nutrition programs.

INTERVIEW QUESTIONS:

Ask the following questions during the interview.

Introductory Question:

What role do you think the school nutrition department plays in supporting the academic achievement, health, and well-being of our students?

School Breakfast:

- In your previous position, did you operate the School Breakfast Program?

- What percentage of the free and reduced-price students participated in the school breakfast program?
- What steps did you take to ensure that the breakfast program was run in a way that encouraged participation by free and reduced-price students (such as offering universal school breakfast, doing breakfast in the classroom, working with the transportation department and principals to ensure students arrived at school with enough time to eat)?

Summer Food:

- Have you sponsored the Summer Food Program?
- Please describe the program you ran (number of children and sites served, type of sites, length of operation, financial viability)?
- Describe the work you did with the community to increase the number of sites or to ensure that children and families knew about the program?

Afterschool Nutrition:

- Do you have experience feeding children after school through either NSLP or CACFP?
- Describe the afterschool nutrition programs you've operated (For example, did you use NSLP or CACFP? Did you serve snacks, suppers, or both? Did you provide snacks to program run by community organizations?)