

# Mississippi Department of Education

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| DESCRIPTOR TERM:<br><b>Administrators</b> | CODE:<br><b>2001</b>                 |
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## STATE BOARD POLICY

In order to provide a menu planning system that ensures the food served at school meets the nutrition objectives for the nation as outlined in the current *Dietary Guidelines for Americans*, and the *Healthy People 2020* objectives, the Mississippi Department of Education is authorized to create the following educational standards for food service staff in all schools participating in the National School Lunch Program:

Food Service Program Manager  
Food Service Satellite Manager  
Food Service Administrator I  
Food Service Administrator II  
Food Service Administrator III  
Food Service Administrator IV

### Qualifications

The following qualifications shall be established:

#### **Food Service Program Manager:**

a high school diploma or equivalent

#### **Food Service Satellite Manager:**

a high school diploma or equivalent

#### **Food Service Administrator I:**

a high school diploma, six (6) college level hours of food and nutrition or food systems management, and six (6) college level hours of educational administration, business, management, or accounting.

**Food Service Administrator II:**

a baccalaureate degree from an accredited four year college or university including a minimum of nine (9) hours food and nutrition or food systems management, and six hours of educational administration, business, management or accounting.

**Food Service Administrator III:**

a master's degree from an accredited four year college or university including a minimum of twelve (12) hours food and nutrition or food systems management, and six (6) hours of educational administration, business, management or accounting.

**Food Service Administrator IV:**

a specialist or doctorate degree from an accredited four year college or university including a minimum of 15 hours of food and nutrition or food systems management, and nine (9) hours of educational administration, business, management, or accounting.

**Administration**

This process shall be administered through the Mississippi Department of Education, Office of Child Nutrition.

**Process**

The process shall be as follows:

Food Service Program or Satellite Manager

Any newly appointed Food Service Manager employed after July 1, 1992, shall meet the minimum qualifications of the Food Service Manager. In the event a special need arises and written justification is submitted, a two year provisional certificate may be granted. The minimum qualifications must be met within the first twenty-four (24) months of employment.

Food Service Administrator

Any newly appointed Food Service Administrator employed after July 1, 1992, shall meet the minimum qualifications for a Level II Food Service Administrator. In the event a special need arises the superintendent of the local district may request a two year provisional certificate for an individual. In order for an individual to obtain this provisional certificate, proof must be provided that the minimum qualifications can be met within twenty-four (24) months of employment.

**Continuing Training**

The continuing training requirements passed by the State Board of Education in 1953 shall remain in place. In summary, that policy requires that Managers and Food Service Administrators attend a twenty-four (24) clock-hour course during the first year of employment and complete an additional twenty-four (24) clock-hours course every three years. The twenty-four clock-hours are obtained by

attending a course designed by the Office of Child Nutrition based on current program needs.

**Rule and Regulation Authority**

The State Department of Education is authorized to promulgate rules and regulations necessary to implement this policy.