

CRITERIA AND PROCEDURE	
BROAD SUBJECT: Financial Management	NO: FM-01-08
TITLE: One Classified Manager per School OR Exemption to State Board Rule 160-6-1-.22 PERSONNEL REQUIRED (2)(a)15 [State Board Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM (2)(a)8]	EFFECTIVE DATE: October 15, 2010

PURPOSE OF THIS CRITERIA/PROCEDURE –

School nutrition programs that are managed by full-time classified managers should meet quality standards. Their constant challenge is to produce acceptable, high-quality, nutritious and appealing meals in a safe and sanitary manner. These trained managers should have knowledge, skills and competencies to effectively manage and supervise the food production operation and service of meals to students in a timely manner. Research conducted by the National Food Service Management Institute found that school nutrition managers reported the five most important functions of their job were program accountability, sanitation and safety, customer service, equipment care and use, and food production.

This rule outlines the circumstances under which the Georgia Department of Education (GaDOE) will approve less than one full-time classified school nutrition program manager for each school as required in State Board of Education Rule 160-6-1-.22 PERSONNEL REQUIRED. Exceptions to this rule are authorized in State Board Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM.

KEY TERMS AND DEFINITIONS –

Classified School Nutrition Program Manager: An individual who meets the qualifications of a manager trainee, manager I, manager II, manager III, or manager/supervisor, as defined in State Board Rule 160-5-6-.01

Lead Production Assistant: An experienced employee who is willing to assume additional responsibilities to get quality foods prepared in accordance with established rules, timeframes and budgets.

School: An educational unit of high school grade or under, recognized as part of the educational system in the State and as further defined in 7 CFR 210.2. For the purposes of implementing this Criteria and Procedure, a school will be interpreted as the school kitchen. Even though a facility may house more than one school, it normally only has one operational kitchen.

Certified Food Safety Program: An accredited Conference for Food Protection exam and certification program that will provide food service personnel with the knowledge, skills and abilities that are needed to operate a safe food service operation.

Satellite Operation: Also called a receiving school or a finishing kitchen. Foods are prepared at another location and transported, either hot or cold, to the receiving school. Preplated food may simply be served at a satellite operation or it may be reheated, plated and served at a satellite operation.

CRITERIA AND/OR PROCEDURES –

1. State Board Rule 160-6-1-.22 PERSONNEL REQUIRED requires that each school employ a full time classified school nutrition program manager. In situations where more than one school is housed in a facility, this rule has been interpreted to mean one school nutrition manager per facility's school kitchen.
2. Consistent with State Board Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM, a local school superintendent or designee may request an exception to State Board Rule 160-6-1-.22 PERSONNEL REQUIRED by following State Board Rule 160-1-3-.02 SUSPENSION OF RULES AND LAWS (WAIVER). The request shall include an assurance statement that states there is a certified food safety employee, other than the manager, in each of the schools involved must be on file. A copy of the assurance statement must be on file in the local level.
3. Approval or denial will be granted in writing to the Superintendent making the request. Once the approval is granted, it will continue to be approved until the situation or circumstances in that given location changes. Some school food authorities who have been granted permission to implement this exception have reverted back to employing a full-time classified manager to improve the quality of their program. School food authorities operating centralized kitchens and satellite operations will be granted exceptions upon request.
4. School food authorities may consider making schools serving 300 or fewer meals at one location a satellite operation or a finishing kitchen. There are both advantages and disadvantages to the management of implementing this decision, as outlined by Pannell-Martin in *School Foodservice Management for the 21st Century*.
5. The GaDOE reserves the right to deny the approval, based upon a change in circumstances, or poor audit or review findings or a change in the attendance area.

6. In order for the GaDOE to grant the exception the school Superintendent must certify the following that can be verified upon review:
- (a) One full time classified manager is employed by no more than two schools,
 - (b) If no manager is assigned to the school kitchen, there should be a certified food safety assistant to supervise food production, and,
 - (c) Records must be available to show that the manager is scheduled to generally provide equivalent supervisory time to each school.

AUTHORITY – STATE

State Board of Education Rule 160-5-1-.22 PERSONNEL REQUIRED

State Board of Education Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM

State Board of Education Rule 160-6-1-3-.02 SUSPENSION OF RULES AND LAWS
(WAIVER)

Resources and References:

Martin J. and Oakley C. Managing Child Nutrition Programs: Leadership for Excellence, 2nd edition, Jones and Bartlett Publishers, 2008.

Pannell-Martin, D. School Foodservice Management for the 21st Century, 5th edition, Van Nostrand Reinhold, 1999.