

TOTAL SCHOOL SOLUTIONS

Director of Student Nutrition Services (DNS) Training Program 2022 Inventory Skills Assessment

Candidate Name: Carmen Leyva

Date: 2/4/22

Training Location: ZOOM

On a scale of 1-5, circle the number that best ranks your current skills and knowledge of the following areas and provide a brief narrative describing your experiences, including an indication of whether your experience is hands-on; managerial; administrative, etc.:

1. Visionary leadership and the DNS's role as leader within a school district:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I have worked in Food Services for over ten years and the last five years in Rowland Unified School District, transitioning from a Food Service Assistant I to an Assistant Director. I have been in this position for the previous six months. My experience has been hands-on preparing and serving meals and the overall sanitation. The bridge between the two sides has allowed me to understand the management and staff sides.

2. Methods for demonstrating vision, positive communication, positioning and empowerment:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Clear communication, positive leadership, leading by example and motivating the staff are some examples to demonstrate a clear vision of the goal as a Department.

3. Developing a professional support structure with other DNS's:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Networking with other Directors developing strong professional support, collaborating and providing support to other Directors.

4. Meeting facilitation and leading of groups:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I facilitate weekly production meetings in addition to Cafeteria Lead Workers' monthly meetings, conducting training, Department updates, new procedures, and connecting with kitchen staff.

5. Identification and engagement of stakeholders in key decisions:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Involving stakeholders, communicating well the goals of the department.

6. Conflict resolution strategies; and collaboration skills and techniques:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Listen to both parties, be neutral, clarify the issue and identify a solution.

7. The Local Control Funding Formula (LCFF) and Local Control Area Plan (LCAP) and how these apply to school district decision making:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

8. School district and nutrition services financial and managerial accounting:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

9. State and Federal Nutrition Services funding:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

State and Federal Funding through School Nutrition Programs, such as NSLP, SBP, Child & Adult Care Food Program, Fresh Fruit and Vegetable Program, SSO.

10. History, concepts, and legal aspects of the Healthy Hunger-Free Kids Act (HHFKA) of 2010:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

11. Fundamentals of the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the Child and Adult Care Food Program:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

These programs assist schools and other agencies to provide nutritious meals to children.

12. Standards for competitive foods sold in schools, tools to increase participation in school nutrition programs, and streamlining student meal applications:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Tools that I have utilized to increase meal participation is engaging with students, what they like to eat in the cafeteria, and menu food items they enjoy. Seeking to gain knowledge on streaming student meal applications.

13. School Food Authorities (SFAs) ability to participate in Special Provision Options including Provision 1, 2, 3 and Community Eligibility Provision:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

14. Preparing for a successful Administrative Review (A/R) including Meal Access and Reimbursement, Meal Pattern and Nutritional Quality, Resource Management, General Program Compliance, and other Federal Program Reviews:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I have no experience in an AR so far.

15. Meal Access and Reimbursement including the SFA's certification of a student's eligibility for free or reduced-price meals:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

16. Meal Pattern and Nutritional Quality, Offer versus Serve (OvS) and dietary specifications and nutrient analysis:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

As a menu planner, I have experience in meal pattern and nutritional quality, Offer vs Serve and dietary specifications. I have no experience in nutrient analysis.

17. Resource Management: Maintenance of the Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs, and USDA Foods:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I have knowledge in this topic but I would like to know more.

18. School nutrition general program areas including Civil Rights, SFA On-Site Monitoring, Local School Wellness Policy (LSWP), and Smart Snacks in schools:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I have experience in those areas; completing site monitoring, facilitating the Wellness Policy committee meetings and working on the Wellsat 3.0 as well as the smart snack program.

19. School nutrition general program areas including Professional Standards, Senate Bill 1413 – Water Access during Meal Service, Reporting and Record Keeping, and School Breakfast and Summer Food Service Program Outreach:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I facilitate professional development training to NS staff, assigning monthly training to complete through School Food Handlers; coordinate summer feeding.

20. State and federal safety requirements and laws of the SFA's safe handling, storage, preparation, and service of food:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Regulating our SOP's in the district and guidelines for food safety.

21. Participation in other federal programs including:

- Afterschool Snacks
- Fresh Fruit and Vegetable Program (FFVP) Grant
- Seamless Summer Option (SSO)
- Special Milk Program
- Child and Adult Care Program - Supper

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Participating in the federal school meal programs listed above, ensuring the guidelines of the programs are followed.

22. Food Services procurement and ethics including principles of good procurement, laws and regulations, procurement process, procurement options, procurement standards, solicitations for goods and services, and stakeholder responsibilities:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

23. Accommodating children with special dietary needs and food allergies in a school nutrition programs:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

24. Increasing Participation by marketing the nutrition programs to important stakeholders, such as parents, teachers, and students:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Increased participation during school closures by promoting participation and making school meals available for students for 7 days in addition to weekend meals; promoting meals during meal service, and menu healthy meals that students enjoy.

25. Human Resources personnel regulations, laws, and personnel administration in school districts:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

26. Effective supervision practices and techniques; evaluation of subordinates; staff development; and progressive discipline:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Experience in conducting provisionary and annual employee evaluations as well as staff discipline.

27. California's public school collective bargaining and contract administration principles and processes:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

Seeking to gain knowledge in this area.

28. Effective public speaking and developing successful presentations. Ability to defuse hostile questions from your audience and staying on message:

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

I have experience on this topic, but I would like to learn strategies in defusing hostile questions.

29. Develop a focused and clear statement, which details your career goals and is directed at the specific National School Lunch and Breakfast program area you are interested in.

Information in applying for the program's waivers and for the upcoming Universal Meals Program.

30. Please list any other information not covered above you feel would be important to cover as part of the class.

More information on Wellness Policy and the Administrative Reviews.

31. Please list anything you would like to share that will make this course a total success in meeting your educational goals:

At the completion of this course, I would like to have gained knowledge to be able to oversee the department nutrition guideless and the overall operation.