

# Position Definitions

## Program directors:

- The individuals directly responsible for the management of the day-to-day operations of the school nutrition programs for all participating schools under the jurisdiction of the SFA

## Program managers:

- The individuals directly responsible for the day-to-day operations of the school nutrition programs for a participating school(s)

## Program staff:

- The individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s)
  - Ex: those who prepare and serve meals, process transactions at the POS, and review the free/reduced price applications

# Annual Training Requirements

Each individual employee at the SFA level must receive and complete training on the topics or areas applicable to his/her job.

## Program director

- 12 hours annual training

## Program managers

- 10 hours annual training

## Program staff >20 hours/week

- 6 hours annual training

## Program staff working <20 hours/week

- 4 hours annual training