

Rule 17.1 Administrators.

1. 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 MDE shall create the following educational standards for food service staff in all schools participating in the National School Lunch Program:
 - a. Food Service Program Manager
 - b. Food Service Satellite Manager
 - c. Food Service Administrator I
 - d. Food Service Administrator II
 - e. Food Service Administrator III
 - f. Food Service Administrator IV

2. Qualifications

The following qualifications shall be established:

- a. Food Service Program Manager:
a high school diploma or equivalent
- b. Food Service Satellite Manager:
a high school diploma or equivalent
- c. 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.
- d. 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.
- e. 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.

- f. 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.

3. Administration

This process shall be administered through the MDE, Office of Child Nutrition.

4. Process

The process shall be as follows:

- a. 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.
- b. 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.
- c. 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.
- d. Rule and Regulation Authority
The MDE shall promulgate rules and regulations necessary to implement this policy.

Source: *Miss. Code Ann. § 37-1-3 (Revised 09/2022)*