

## Saint Paul Public Schools Nutrition Services: Competency-Based Assessment: NSA Helper

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Location: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Core Competencies	Method of Competency Validation (may use more than one method)						
	Returns Demonstration	Observation Of Daily Work	Mock Event/ Simulation	Discussion	Post Test	Date	Competency Assessed by: (signature and credentials)
<b>Based upon job description, performance and regulatory standards.</b>							
Embodies the standards that are reflective of NS mission and vision							
Practices good customer service to external customers (students, parents and school staff)							
Works collaboratively with all nutrition services staff							
Models language and behavior that is inclusive and supports SPPS equity standards							
Meets established culinary standards							
Has basic understanding of Child Nutrition Program							
Demonstrates compliance with all food safety and sanitation regulations							
Meets required professional development standards							
Communicates effectively and professionally							

**Definitions:**

Returns Demonstration: An educational technique in which someone demonstrates what they have just been taught, or had demonstrated to them

Simulation: Reenactment of a process of procedure

Post Test: A test given to employee after completing learning

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## Assessment Outcomes

\_\_\_\_\_ has not demonstrated the knowledge, skills, and ability to ensure their service to SPPS is satisfactory.

\_\_\_\_\_ has successfully demonstrated the knowledge, skills, and ability to ensure their service to SPPS is satisfactory.

Additional needs identified during assessment period:

Goals (includes identified competency and additional needs):

1.

2.

3.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Welcome**

# **Saint Paul Public Schools Nutrition Services: Competency-Based Assessment: NSA Helper**

Welcome to Saint Paul Public Schools Nutrition Services (SPPS NS). This packet was developed to give you information about your orientation and ongoing training, along with an overview of the department and the services we provide.

- You have been assigned a supervisor and coordinator as resources throughout your orientation and training period.
- You will be provided a training packet outlining your job duties.
- You will have regularly scheduled orientation/training meetings with your supervisor. During these meetings, your progress will be reviewed and your learning needs assessed.
- Your coordinator and supervisor will help determine the length of your orientation/training based upon your own learning needs.
- Two performance evaluations are given during the one-year probationary period. You must meet satisfactory standards in order to maintain employment at SPPS.

If you have questions, please direct them to your supervisor or coordinator. A list of other resources is also included in this packet.

## ***Introduction and Overview***

NS strives to fulfill our vision and mission by giving our team members the tools they need to be confident and perform their job. We use positive mentoring and continuing education to accomplish success. In addition, our team focuses on providing excellent service and nutritious foods to our customers. It is our goal to provide the highest quality meals under safe and sanitary conditions, as well as in a friendly, educational, and caring environment. To our customers -- first and foremost our scholars, along with their families, all SPPS staff, as well as surrounding community organizations -- we give you the Mission of the Nutrition Services Department.

### ***Vision statement:***

*To eliminate hunger and provide every child with HOPE (Healthy Options & Positive Engagement) through exceptional food.*

### ***Mission statements:***

- Create a positive culture through recruitment, hiring & training.
- Provide dependable access to delicious no-cost meals to all children in Saint Paul.
- Procure healthy, sustainable, high-quality food and supplies.
- Nurture relationships with children, parents and community.
- Support lifelong learning.

## ***Six Pillars of Partnership***

## **Saint Paul Public Schools Nutrition Services: *Competency-Based Assessment: NSA Helper***

- 1. We build and maintain a positive and respectful work environment.**
- 2. We communicate openly, honestly, directly and respectfully at all times.**
- 3. We are change agents who strive to be innovative, empathetic, and responsible.**
- 4. We collaborate, share multiple perspectives, and support each other publically.**
- 5. We are committed to the children of Saint Paul and their achievement.**
- 6. We enjoy our work and each other.**

*The Six Pillars of Partnership represent our collective identity. These statements describe Saint Paul Public Schools Nutrition Services' values, priorities, and expectations. Our pillars support an intentional, positive, and respectful culture in our workplace.*

### ***Purpose and Responsibility***

This form helps supervisors and managers complete training in a timely manner. It also helps identify training needs, create performance improvement plans, and make hiring decisions.

It is your responsibility to ensure you discuss your progress with your supervisor, request assistance when you need help, and provide the completed document at each meeting.

### **Requirements**

- Attendance is required at all Department trainings and meetings.

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- Annual training consists of topics such as food safety, customer service, and/or task-specific competencies. Your skill and expertise is measured for the annual performance evaluation.

Saint Paul Public Schools Nutrition Services Department  
Competencies-Based Assessment

### **Embodies the standards that are reflective of NS mission and vision**

#### **CARING COMPONENTS**

- Supports the core values of the NS mission and vision.

#### **KNOWLEDGE AND SKILL COMPONENTS**

- Understands and identifies the basic core values and can locate them.

*Reference/Resource:* Supervisor

Saint Paul Public Schools Nutrition Services Department  
Competencies-Based Assessment

### **Practices good customer service to external customers**

#### **CARING COMPONENTS**

- Trusts and assumes goodness in intentions.
- Smiles and interacts pleasantly and courteously with others.

#### **KNOWLEDGE AND SKILL COMPONENTS**

- Brings customers concerns to supervisor.

*Resource/Reference:* Supervisor

Saint Paul Public Schools Nutrition Services Department  
Competencies-Based Assessment

### **Works collaboratively with all nutrition services staff**

#### **CARING COMPONENTS**

- Supports team members and is willing to help others.
- Is fully present and available to assist coworkers at all times.

#### **KNOWLEDGE AND SKILL COMPONENTS**

- Willingly takes directions to help coworkers at all times.

*Reference/Resources:* Supervisor

Saint Paul Public Schools Nutrition Services Department  
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### **Models language and behavior that is inclusive and supports SPPS equity**

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### standards

#### CARING COMPONENTS

- Respects all differences.

#### KNOWLEDGE AND SKILL COMPONENTS

- Interacts respectfully with others.
- Shares personal experiences appropriately.

*Reference/Resource:* Supervisor

Saint Paul Public Schools Nutrition Services Department  
Competencies-Based Assessment

### Meets established culinary standards

#### CARING COMPONENTS

- Takes pride in providing the highest quality meals for our customers.

#### KNOWLEDGE AND SKILL COMPONENTS

- Requests clarification when more information is needed.
- Is able to keep up with the operation speed.

*References/Resources:* Supervisor

Saint Paul Public Schools Nutrition Services Department  
Competencies-Based Assessment

### Has basic understanding of Child Nutrition Program

#### CARING COMPONENTS

- Understands the relationships between healthy meals and student learning.

#### KNOWLEDGE AND SKILL COMPONENTS

- Communicates any additional needs to the supervisor.
- Knows the correct portion size when serving on a line.

*References/Resources:* Supervisor

Saint Paul Public Schools Nutrition Services Department  
Competencies-Based Assessment

### Demonstrates compliance with all food safety and sanitation regulations

#### CARING COMPONENTS

- Participates in continuous learning to foster improvement and completes required trainings.

#### KNOWLEDGE AND SKILL COMPONENTS

- Able to follow verbal safety and sanitation instructions to ensure complete food safety.
- Follows good personal hygiene practices to meet department's standards.
- Notifies direct report of potential problems to coworkers/supervisor.

*References/Resources:* Supervisor

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**Meets Required Professional Development Standards**

**CARING COMPONENTS**

- Participates in all training sessions provided by the department.

**KNOWLEDGE AND SKILL COMPONENTS**

- Stays current with all required trainings by USDA and MDE.

*Resources and References:* Supervisor

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**Communicates effectively and professionally**

**CARING COMPONENTS**

- Takes initiatives to communicate with supervisor and coworkers as needed.

**KNOWLEDGE AND SKILL COMPONENTS**

- Seek out guidance from supervisor or HR in regards to using resources such as SPPS email and PeopleSoft.
- Is able to locate inter departmental communication posted in designated area in the kitchen.

*References/Resources:* Supervisor