MSNA
MN School Nutrition Association
Hunger ends on our watch

Dear MSNA Member,

Are you a person who can recognize and encourage excellence in others? Can you listen and communicate effectively with others and provide constructive feedback? Do your peers consider you to be knowledgeable in the field of school nutrition? Are you enthusiastic about your job? Do you continue to learn and update your skills in the field of child nutrition? If you answered yes to any of these questions, you might be just the person that MSNA is looking for to assist with our new mentoring program.

Mentoring in its purest form is helping someone learn something new. You have a big opportunity in front of you to help a colleague develop a higher level of expertise. We are looking for experienced Directors, Assistant Directors, Supervisors and Cook Managers/Head Cooks who would be willing to commit to a mentor relationship for one year. Your role would be to provide individualized support to a MSNA member. You would share your knowledge, insights, skills, and experiences with a peer who is new to the field and wishes to advance in the child nutrition profession.

Getting started is easy. Fill out the enclosed form and tell us about your district, contact information, and the areas of expertise that you feel that you would be most helpful. We will keep your information on file with MSNA and published out to MSNA members via the MSNA website and mailings. New Director's etc. will be able to access the list and contact you directly based on the information you have provided. Please note that reference herein to any products, services or expressed ideas does not constitute or imply its endorsement or recommendation by MSNA.

We will be accepting applications until October 28, 2011. Since this is a new program, we value and feedback you can give us as we move forward!

Please consider answering this important call.

The MSNA Mentoring Committee:

Janeen Peterson, MSNA Vice President
Lynn Halvorson, Food and Nutrition Director, Winona School District
Pam Bowe, Food and Nutrition Director, Duluth School District
Donna Tvedt, Food and Nutrition Director, Moorhead School District

Minnesota School Nutrition Association

MENTOR APPLICATION
This Mentor Application may be printed.

Mail or Fax to:

Sharon Maus, MSNA Executive Director
51997 County Rd 141
Kimball, MN 55353

Name _____

Title _____

District Name _____District # _____

Address _____

City _____ State _____ Zip _____

Phone ( ) _____ Fax ( ) _____

E-mail _____

Please fill in the following details regarding your district.

District Details	Please fill in details regarding your district
Total # of students enrolled in your district	
Total # of meal service locations or schools that you operate	
Total # of employees that you manage: including all associates, head cooks, managers, office staff, etc.	
Please indicate if you operate additional programs besides school lunch and breakfast; such as afterschool snacks, caterings, HeadStart, evening meals, etc.	
Please indicate what type of menu planning system you use: food based, nutrient based, etc.	
Please indicate any other unique info about your district's Food and Nutrition Department	

Please indicate your area of expertise that you would like to mentor other professions with. Check all that apply.

General Area	Competency	Description	X if interested
Administration			
	School Food and Nutrition Program Organization	Use Strategic Planning to Develop Short and Long Term, policies and procedures to ensure effective operations	
	Financial Management		
	Accounting/Cashiering and Cash Management	Meal counting and claiming, verification	
	Human Resources	Hiring standards, disciplinary action, employee contracts, employment law	
	Personnel Management	Performance standards for performance improvement	
	Personnel Training/Certification	Professional development, SNA certification standards	
	Program Accountability	Compliance with all regulations and policies	
	SMI / CRE State and Federal Audits Preparations		
Communication and Marketing			
	Marketing/Merchandising	Program marketing plan for nutrition department as well as cafeteria, ongoing evaluation, special functions-catering	
	Communications		
	Customer Service	Programs, innovations, staff training	
Nutrition & Nutrition Education			
	Basic Nutrition		
	Special Diets/Allergies	Menus development for special needs students	
	Nutrition Education		
Operations			
	Menu Planning-Nutrient Standard Menu planning	Cost Effective Menus, Nutrition Integrity, Meet Guidelines	
	Menu Planning-Food Based	Cost Effective Menus, Nutrition Integrity, Meet Guidelines	
	Procurement/Commodities/Inventory	Developing purchasing guidelines	
	Receiving and Storage		
	Production and Service		
	Food Safety and Security	Servsafe, HACCP, policies and procedures, inspections	
	Environmental Resources	Waste management systems	
	Facility Design/Management	Remodel and new construction, equip needs and specs	
	Technology	Implementing IS to increase efficiency	

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For additional information contact:

Sharon Maus, MSNA Executive Director
Phone 320-251-2344 or toll free 877-251-2344 Fax 320-251-2343