



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.

We will have a meeting at the MSNA state conference in July-August to touch base, review the program, and answer your questions. Since this is a new program, we value and feedback you can give us.

Please consider answering this important call.

The MSNA Mentoring Committee,

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

Janeen Peterson, MSNA Vice President

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
<i>Administration</i>			
	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		
<i>Communication and Marketing</i>			
	Marketing/Merchandising	Program marketing plan for nutrition department as well as cafeteria, ongoing evaluation, special functions-catering	
	Communications		
	Customer Service	Programs, innovations, staff training	
<i>Nutrition & Nutrition Education</i>			
	Basic Nutrition		
	Special Diets/Allergies	Menus development for special needs students	
	Nutrition Education		
<i>Operations</i>			
	Menu Planning-Nutrient Standard Menu planning	Cost Effective Menus, Nutrition Integrity, Meet Guidelines	
	Menu Planning-Food Based	Cost Effective Menus, Nutrition Integrity, MeetGuidelines	
	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	

For additional information contact:

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

MSNA Mentor Program Guidelines

ROLE OF THE MENTOR

Mentors will provide individualized support, assistance and guidance to newcomers or individuals changing positions within the school nutrition profession.

MENTOR REQUIREMENTS

- Considered by peers to be knowledgeable in the field
- Sets high standards for self
- Enjoys and is enthusiastic about their field
- Continues to update knowledge in the field
- MSNA Member for at least three years
- Regularly attends MSNA meetings and workshops
- Committed to be a mentor for at least one year

SUCCESSFUL MENTOR TRAITS

- Listens and communicates effectively with others and is able to provide constructive feedback.
- Recognizes excellence in others and encourages it.
- Commits to supporting and interacting with colleagues.
- Recognizes the needs of others and generally knows when to offer support, direct assistance or independence.
- Exercises good judgment in decisions concerning oneself and the welfare of others.
- Admits mistakes and learns from them.

MENTOR RESPONSIBILITIES

- Enhance the professional development and success of colleagues who are new, need to develop new levels of expertise, are making a career change, or wish to advance in the profession.
- Foster, convey and uphold the standards, norms and values of the school nutrition profession and the MSNA Code of Ethics.
- Share knowledge, insights, materials, skill and experience with colleague.
- Offer support and empower the colleague to fulfill the profession's expectations.
- Commit to mentor relationship for at least one year
- Commit to be available and accessible both in a structured and an informal manner for the colleague, with a minimum of one contacts per month.
- Define, with the colleague, which roles are most comfortable and natural: listener, supporter, advisor, guide, counselor, role model, friend, nurturer or resource in the background.
- Rise above personal considerations, differences or desires when providing service to those who need professional help or expertise.
- Direct the colleague to appropriate Resource Committee or other resources for answers to technical or specialized questions.
- Support rather than undermine, through word or action, the relationships between colleague and others in the colleague's district.

MSNA RESPONSIBILITIES

- Recruit new mentors
- Approve new mentors
- Provide support to mentors
- Mentor Committee to conduct follow up sessions with mentors periodically
- Provide resources as needed
- Evaluate the Mentor Program
- Dedicate MSNA resources to maintaining Mentor Program
- Identify and contact new members for potential inclusion in Mentor Program