

Manager of the Year Award



Nominations must be typed. Limit responses to word count maximums listed in each section.

Nominee's Information

Name of Nominee: _____ Job Title: _____

School: _____ Home Phone Number: _____

School Phone Number: _____ Email Address: _____

School District: _____ State: _____ Maryland _____

District Director: _____ Director's Phone Number: _____

Please check grey boxes below to confirm that this individual meets the following requirements:

	Assigned to one school OR to a central kitchen that serves multiple schools
	Currently acts as manager, head cook, or assistant manager and is assigned to one school OR to a central kitchen that serves multiple schools

Nominator Information:

Name: _____

Phone Number: _____

Email Address: _____

I am this nominees'

___coworker ___supervisor ___ area supervisor ___coworker on committee ___

Please consider how the employee's work demonstrates contributions made within the four key areas of the USDA Professional Standards, which include:

- **Nutrition**
- **Operations**
- **Administration**
- **Communications & Marketing**

To eliminate bias, ensure that the nominee's identity remains anonymous to the judges. Please do not reference the nominee or the nominee's school/school district by name in your responses below.

Section 1: Cafeteria Environment (30 points)

Please provide 3 specific examples of how the nominee has provided quality customer service to students, school staff, and/or kitchen staff during their career as a school nutrition manager to create a positive cafeteria environment for all. Please do not reference the nominee or school/school district by name. Only refer to the nominee as "the nominee" or "he/she".

Up to 10 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

1.

2.

3.

Section 2: Management and Staff Development (30 points)

Please provide 3 specific examples demonstrating how the nominee has provided leadership, training, and/or mentoring for their staff during their career as a school nutrition manager. Please do not reference the nominee or school/school district by name. Only refer to the nominee as "the nominee" or "he/she".

Please include the topics of trainings, when and how the mentoring developed, approximate date of training, estimated number of participants, if the training is ongoing or new, and how the training or mentoring has impacted the work of the staff/ the specific benefits of the trainings (such as staff retention, stipends for staff, improved work environment, etc.). Up to 10 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

1.

2.

3.

Section 3: SNA Involvement (20 points)

Please provide 2 examples each of how the nominee has personally been involved with SNA and how the nominee has promoted involvement in SNA to their employees during their career as a school nutrition manager. Please do not reference the nominee or school/school district by name. Only refer to the nominee as “the nominee” or “he/she”.

Please include specific details, such as specific outreach conducted by the manager to employees about SNA membership and specific SNA membership promotions. Please include dates and explain the impact the manager has had on SNA membership within their district. Up to 5 points will be awarded per example.

(WORD COUNT MAX: 100 words per example)

Personal SNA Involvement:

1.

2.

Promotion of SNA Involvement to Your Staff:

1.

2.

Section 4: School and Community Outreach (20 points)

Please provide 2 specific examples each demonstrating how the nominee has promoted their school's foodservice program to their school (such as students, teachers, and administrators) and to the community (such as parents, the media, and community organizations) during their career as a school nutrition manager. Please do not reference the nominee or school/school district by name. Only refer to the nominee as "the nominee" or "he/she".

Please include specific details about events held, outreach conducted, and materials created, including topics, targeted audience and impact on your school nutrition program and school. Up to 5 points will be awarded per example.

(WORD COUNT MAX: 100 words per example)

School Outreach:

1.

2.

Community Outreach:

1.

2.