

## **Suggested Interview Questions: Food and Nutrition Services Director**

- Tell us about your technology background including knowledge of hardware, software, networking. Describe our proficiency with Microsoft applications, including Word, Excel, and Outlook.
- Provide an overview of Child Nutrition regulations pertaining to school foodservice.
- Are you familiar with, or do you have working knowledge of federal procurement regulations? (Describe your knowledge of federal procurement regulations.)
- What do you know about the USDA Donated Commodity Food Distribution Program? How does it apply to schools?
- What experience do you have in developing operational budgets?
- Describe the components of a federally subsidized student lunch.
- What are the nutritional requirements of a school lunch?
- Do you have affiliations with any professional associations? Are you certified with the Michigan School Food Service Association, School Nutrition Association, and/or the Michigan School Business Officials? Any others?
- What elements should be considered when developing a school lunch menu?
- Describe a work situation where you successfully improved operational efficiency resulting in a cost savings.
- Why is inventory important to the financial management of a food service operation?
- What is the HACCP (pronounced 'has-sip') procedural method of keeping food safe? Why is this method significant to school food service?
- Describe your knowledge of food safety and sanitation. In your previous position how did you monitor food safety and sanitation? How did you provide training to workers?
- What will you do to promote the school lunch program to customers?
- Provide an overview of the USDA's Dietary Guidelines for Americans. How will you relate this to our F&N Services Program?