

Form Approved  
OMB No: 0920-0445  
Expiration Date: 08/31/2016

## **Nutrition Services School Questionnaire**

**School Health Policies and Practices Study 2014  
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## **Nutrition Services School Questionnaire**

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## **Special Instructions**

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NOTE: THROUGHOUT THIS QUESTIONNAIRE, TEXT THAT APPEARS IN ALL CAPITAL LETTERS WILL NOT BE READ ALOUD TO RESPONDENTS.

THIS QUESTIONNAIRE WILL BE ADMINISTERED USING COMPUTER ASSISTED PERSONAL INTERVIEW TECHNOLOGY. THE INTERVIEWER WILL READ THE QUESTIONS ALOUD AND TYPE RESPONSES TO THE QUESTIONS INTO THE LAPTOP COMPUTER. THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. COMMENTS APPEARING IN THE MARGIN REPRESENT ASSISTANCE AVAILABLE TO THE RESPONDENT IF ADDITIONAL CLARIFICATION IS REQUIRED ON THE QUESTION OR THE SPECIFIC TERMINOLOGY USED. WHEN ASKED, THE INTERVIEWER WILL READ THESE STATEMENTS ALOUD TO THE RESPONDENT. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

## **Job Title**

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1. What is your job title at the school? (In which role do you spend more time?)

- |   |  |
|---|--|
| 1) Principal                                  | 12) Social Worker                                |
| 2) Asst. Principal/Other School Administrator | 13) Psychologist                                 |
| 3) School Secretary                           | 14) Other Mental Health/Social Services Provider |
| 4) Physical Ed Teacher                        | 15) Nurse  |
| 5) Athletic Director                          | 16) Health Aide                                  |
| 6) Health Ed Teacher                          | 17) Physician                                    |
| 7) Other Teacher                              | 18) Other Health Services Provider               |
| 8) Food Service Manager                       | 19) SBHC Health Services Staff                   |
| 9) Commercial Food Service Provider           | 20) SBHC Mental Health/Social Services Staff     |
| 10) Other School Nutrition Services Staff     |  |
| 11) School Counselor                          | 50) Other Staff                                  |

During this interview, I will ask about nutrition services that schools may offer. If I ask you about things that do not apply to your school or that your school does not do, please bear with me. Please answer the questions based on how you usually do things at your school.

## Organization of School Meals and Snacks

First, I would like to ask a few general questions about the nutrition services program at your school.

2. Does your school offer breakfast to students?  
 Yes .....1  
 No.....2 →SKIP TO Q8
3. Does your school...
- |  | Yes | No |
|--|-----|----|
| a. Offer a la carte breakfast items to students? .....                 | 1   | 2  |
| b. Participate in the USDA reimbursable School Breakfast Program?..... | 1   | 2  |
| c. Offer any other breakfast meals to students? .....                  | 1   | 2  |
4. Where does your school serve breakfast?  
 MARK ALL THAT APPLY
- In the cafeteria.....1  
 In classrooms .....2  
 In other locations (specify) .....3

IF Q4 IS 2 ONLY, SKIP TO Q6.

5. Are students allowed to bring breakfast into classrooms?  
 Yes .....1  
 No.....2
6. How long do students usually have to eat breakfast once they are seated?  
 \_\_\_\_\_ Minutes
7. Each day for breakfast, are students at your school offered whole grain foods?  
 Yes .....1  
 No.....2
8. Does your school offer lunch to students?  
 Yes .....1  
 No.....2

**Comment [Help1]:** "A la carte foods" are items sold individually rather than as part of a complete meal.

**Comment [Help2]:** USDA is the United States Department of Agriculture.

**Comment [Help3]:** The USDA School Breakfast Program is a federal program that requires schools to keep track of the number of children eligible for free, reduced, and full-priced breakfasts.

## Organization of School Meals and Snacks

IF THIS SCHOOL DOES OFFER BREAKFAST (Q2 IS “YES”) BUT NOT LUNCH (Q8 IS “NO”), SKIP TO Q18.

IF THIS SCHOOL DOES NOT OFFER BREAKFAST (Q2 IS “NO”) OR LUNCH (Q8 IS “NO”), SKIP TO THE INTRODUCTION TO Q56.

9. Does your school...

	Yes	No
a. Offer a la carte lunch items to students? .....	1	2
b. Participate in the USDA reimbursable National School Lunch Program? .....	1	2
c. Offer any other lunch meals to students? .....	1	2

**Comment [Help4]:** "A la carte foods" are items sold individually rather than as part of a complete meal.

**Comment [Help5]:** USDA is the United States Department of Agriculture.

**Comment [Help6]:** The USDA National School Lunch Program is a federal program that requires schools to keep track of the number of children eligible for free, reduced, and full-priced lunches.

10. What time do you usually start serving lunch to students?

\_\_\_\_\_ Hour  
\_\_\_\_\_ Minute

11. What time do you usually stop serving lunch to students?

\_\_\_\_\_ Hour  
\_\_\_\_\_ Minute

12. How long do students usually have to eat lunch once they are seated?

\_\_\_\_\_ Minutes

The next set of questions asks about food variety and availability at lunch at your school.

13. Each day for lunch, are students at your school offered a choice between...

	Yes	No
a. 2 or more different entrees or main courses? .....	1	2
b. 2 or more different non-fried vegetables? .....	1	2
c. 2 or more different fruits or types of 100% fruit juice? .....	1	2

**Comment [Help7]:** Fruits can be fresh, canned, or dried fruit.

14. Each day for lunch, are students at your school offered a vegetarian entree or main course?

Yes .....1  
No.....2

## Organization of School Meals and Snacks

15. Each day for lunch, are students at your school offered whole grain foods?

Yes .....1

No.....2

### SHOW CARD 1

16. Which of the following statements on this card best describes the sale of deep fried foods at your school?

Deep fried foods are sold each day at lunch,  
either as part of a meal or as a la carte items .....1

Deep fried foods are sold at lunch, but  
fewer than five days per week .....2

Deep fried foods are not sold at lunch .....3

**Comment [Help8]:** By "deep fried," I mean foods that are deep fried on site as well as those that have been par-fried, pre-fried, or flash fried and are baked on site, such as French fries or breaded chicken products.

17. When salad dressing is offered to students, are they able to select a low-fat dressing?

Yes .....1

No.....2

**Comment [Help9]:** By "low-fat," I mean 1% fat or less.

18. Currently, does an outside food service management company operate the nutrition services program at your school?

Yes .....1

No.....2

**Comment [Help10]:** Operated by a private company, not by the school or school district.

**Comment [Help11]:** By "operate," I mean has primary responsibility for planning menus and deciding which foods to order.

19. Does your school offer brand-name fast foods from companies such as Pizza Hut or Taco Bell?

Yes .....1

No.....2 →SKIP TO Q21

Organization of School Meals and Snacks

20. In a typical week, on how many days are brand-name fast foods offered to students...

**Days/Week**

ANSWER A AND B IF Q2 IS "YES" ONLY.  
OTHERWISE, SKIP TO THE INSTRUCTIONS BEFORE C.

- a. As a la carte breakfast items?..... \_\_\_\_\_
- b. For breakfast meals? ..... \_\_\_\_\_

ANSWER C AND D IF Q8 IS "YES" ONLY.  
OTHERWISE, SKIP TO Q21.

- c. As a la carte lunch items? ..... \_\_\_\_\_
- d. For lunch meals? ..... \_\_\_\_\_

**Comment [Help12]:** "A la carte foods" are items sold individually rather than as part of a complete meal.

**Comment [Help13]:** "A la carte foods" are items sold individually rather than as part of a complete meal.



## Other School Nutrition Services Programs

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21. Does your school participate in the National School Lunch Program After-School Snack Program?

Yes .....1  
No.....2

22. Does your school offer supper to students in after-school programs?

Yes .....1  
No.....2

23. Last summer, did your school offer meals or snacks to children, either as part of a summer school program or as a site for the **USDA** Summer Food Service Program?

Yes .....1  
No.....2

**Comment [Help14]:** USDA is the United States Department of Agriculture.

## Food Ordering

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24. Which group has primary responsibility for deciding which foods to order for your school?

- Staff working at the district food authority office...1 →SKIP TO Q26
- School staff .....2
- Food service management company staff.....3
- Someone else .....4
- No primary group.....5

25. During a typical school week, how many half-pints of the following types of milk are ordered for your school?

### Half-Pints

- a. Whole white milk..... \_\_\_\_\_
- b. 2% or one and a half-percent white milk ..... \_\_\_\_\_
- c. 1% or half-percent white milk ..... \_\_\_\_\_
- d. Skim white milk..... \_\_\_\_\_
- e. Whole chocolate or other whole flavored milk..... \_\_\_\_\_
- f. 2% or one and a half-percent chocolate or other  
flavored milk..... \_\_\_\_\_
- g. 1% or half-percent chocolate or other flavored milk ..... \_\_\_\_\_
- h. Skim chocolate or other flavored milk..... \_\_\_\_\_
- i. Buttermilk ..... \_\_\_\_\_
- j. Lactose-free milk ..... \_\_\_\_\_
- k. Soy milk ..... \_\_\_\_\_
- l. Any other type of milk ..... \_\_\_\_\_

26. Does your school nutrition services program use any food grown in a school garden?

- Yes .....1
- No.....2
- School does not have a school garden .....3

## Food Preparation

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Next, I would like to ask about preparation of food at your school. As you answer these questions, please think about the actual cooking of the food, not just the reheating of food that was previously prepared.

27. Is any food actually prepared at your school for students' breakfasts or lunches?
- Yes .....1  
No.....2 →SKIP TO THE  
INTRODUCTION TO Q35
28. Not counting the reheating of prepared foods, which group has primary responsibility for cooking foods for students at your school?
- Staff working at a central kitchen .....1 →SKIP TO THE  
INTRODUCTION TO Q35
- School staff .....2  
Food service management company staff.....3  
Someone else .....4  
No primary group.....5
29. Are you able to answer questions about food preparation procedures at your school?
- Yes .....1  
No.....2 →SKIP TO THE  
INTRODUCTION TO Q35

**SHOW CARD 2**

I would like to ask about substituting one type of ingredient for another.

Using this card, please tell me how often the following practices were used when preparing food for your school.

30. During the past 30 days, how often...

	Never	Rarely	Some- times	Almost Always or Always
a. Were non-stick spray or pan liners used instead of grease or oil? .....	1	2	3	4
b. Was vegetable oil used instead of shortening, butter, or margarine? .....	1	2	3	4
c. Were part-skim or low-fat cheese used instead of regular cheese? .....	1	2	3	4
d. Were skim, low-fat, soy, or nonfat dry milk used instead of whole milk? .....	1	2	3	4
e. Were ground turkey or lean ground beef used instead of regular ground beef? .....	1	2	3	4
f. Were cooked dried beans, canned beans, soy products, or other meat extenders used instead of meat? .....	1	2	3	4
g. Were fresh or frozen vegetables used instead of canned? .....	1	2	3	4
h. Was fresh or frozen fruit used instead of canned? .....	1	2	3	4
i. Were low-sodium canned vegetables used instead of regular canned vegetables? .....	1	2	3	4
j. Were other seasonings used instead of salt? .....	1	2	3	4
k. Were low-fat or nonfat yogurt, mayonnaise, or sour cream used instead of regular mayonnaise, sour cream, or creamy salad dressings? .....	1	2	3	4

**Comment [Help15]:** By "low-fat," I mean 1% fat or less.

**Comment [Help16]:** By "low-fat," I mean 1% fat or less.

**Comment [Help17]:** By "low-fat," I mean 1% fat or less.

## Food Preparation

Sometimes a school will reduce the amount of an ingredient rather than replace it with another ingredient. Please tell me how often during the past 30 days the following techniques were used when preparing food for your school.

31. During the past 30 days, how often was...

	Never	Rarely	Some- times	Almost Always or Always
a. The amount of sugar called for in recipes reduced or were low-sugar recipes used?.....	1	2	3	4
b. The amount of fats and oils called for in recipes reduced or were <span style="border: 1px solid red; padding: 2px;">low-fat</span> recipes used?.....	1	2	3	4
c. The amount of salt called for in recipes reduced or were low-sodium recipes used?.....	1	2	3	4

**Comment [Help18]:** By "low-fat," I mean 1% fat or less.

There are several ways to reduce fat when preparing meat and poultry. Please tell me how often during the past 30 days each of the following techniques was used when preparing food for your school.

32. During the past 30 days, how often was...

	Never	Rarely	Some- times	Almost Always or Always	School uses only precooked meat/ poultry
a. Meat roasted, baked, or broiled rather than fried? .....	1	2	3	4	5
b. Meat or poultry roasted on a rack so fat would drain? .....	1	2	3	4	5
c. Fat drained from browned meat? .....	1	2	3	4	5
d. Fat trimmed from meat or lean meat used?.....	1	2	3	4	5
e. Skin removed from poultry or skinless poultry used?.....	1	2	3	4	5
f. Solid fat spooned from chilled meat or poultry broth?.....	1	2	3	4	
g. Fat skimmed off warm broth, soup, stew, or gravy? .....	1	2	3	4	

## Food Preparation

There are several ways to reduce fat when preparing vegetables. Please tell me how often during the past 30 days each of the following techniques was used when preparing vegetables for your school.

33. During the past 30 days, how often were...

	Never	Rarely	Some- times	Almost Always or Always
a. Potatoes boiled, mashed, or baked rather than fried or <b>deep fried</b> ? .....	1	2	3	4
b. Other vegetables steamed or baked? .....	1	2	3	4
c. Vegetables prepared without using butter, margarine, or a cheese or creamy sauce? .....	1	2	3	4

**Comment [Help19]:** By “deep fried,” I mean foods that are deep fried on site as well as those that have been par-fried, pre-fried, or flash fried and are baked on site, such as French fries or breaded chicken products.

**Comment [Help20]:** HACCP is Hazard Analysis and Critical Control Points.

**HACCP**-based recipes are those that include critical control points, such as cooking, and associated critical limits, such as time and temperature, in their directions. They are designed to reduce the risk of food contamination and bacterial growth that could lead to foodborne illness. For example, HACCP-based recipe directions might read, “Cook the chicken to at least 165 degrees Fahrenheit for at least 15 seconds.”

34. During the past 30 days, how often did your school use Hazard Analysis and Critical Control Points (HACCP)-based recipes?

Never .....	1
Rarely .....	2
Sometimes .....	3
Almost always or always .....	4

## Food Variety and Availability

Next, I'd like to ask about the different **a la carte** items students are offered in the cafeteria. Do not count items available in a vending machine, school store, canteen, or snack bar.

**Comment [Help21]:** "A la carte foods" are items sold individually rather than as part of a complete meal.

35. During a typical week, are students at your school offered...

	Yes	No
a. 100% fruit juice or 100% vegetable juice? .....	1	2
b. Soda pop or fruit drinks that are not 100% juice? .....	1	2
c. Sports drinks, such as Gatorade®? .....	1	2
d. Coffee, coffee drinks, or any kind of tea? .....	1	2
e. Sugar-sweetened beverages, such as lemonade, sweetened tea or coffee drinks, or Sunny Delight? .....	1	2
f. Energy drinks, such as Red Bull or Jolt? .....	1	2
g. Fruit? .....	1	2
h. Whole grain bread products such as bread sticks, rolls, or bagels? .....	1	2
i. Bread sticks, rolls, bagels, pita bread, or other bread products that are not whole grain? .....	1	2
j. <b>Low-fat</b> cookies, crackers, cakes, pastries, or other low-fat baked goods? .....	1	2
k. Cookies, crackers, cakes, pastries, or other baked goods that are not low in fat? .....	1	2
l. <b>Low-fat</b> or nonfat yogurt? .....	1	2
m. Pizza, hamburgers, or sandwiches? .....	1	2
n. Foods containing peanuts or peanut butter? .....	1	2
o. Lettuce, vegetable, or bean salads? .....	1	2
p. Vegetables with <b>low-fat</b> dip? .....	1	2
q. <b>Deep fried</b> French fried potatoes? .....	1	2
r. Oven-baked French fried potatoes? .....	1	2
s. Other vegetables? .....	1	2
t. Chocolate candy? .....	1	2
u. Other kinds of candy? .....	1	2
v. Salty snacks that are low in fat, such as pretzels, baked chips, or other <b>low-fat</b> chips? .....	1	2

**Comment [Help22]:** By "low-fat," I mean 1% fat or less.

**Comment [Help23]:** By "low-fat," I mean 1% fat or less.

**Comment [Help24]:** By "low-fat," I mean 1% fat or less.

**Comment [Help25]:** By "deep fried," I mean foods that are deep fried on site as well as those that have been par-fried, pre-fried, or flash fried and are baked on site.

**Comment [Help26]:** By "low-fat," I mean 1% fat or less.

## Food Variety and Availability

**(Q35 continued)**

	Yes	No
w. Salty snacks that are not low in fat, such as regular potato chips or cheese puffs? .....	1	2
x. Snacks that are low in sodium, such as pretzels, crackers, or chips? .....	1	2
y. Low-fat or fat-free ice cream, frozen yogurt, or sherbet? .....	1	2
z. Ice cream or frozen yogurt that is not low in fat? .....	1	2
aa. Frozen water ices or slushes that do not contain juice? .....	1	2

**Comment [Help27]:** By "low-fat," I mean 1% fat or less.

36. At your school, are students able to get butter or margarine...

	Yes	No
a. In the serving line or on the tables? .....	1	2
b. If they ask for it? .....	1	2

37. Is salt available to students...

	Yes	No
a. In the serving line or on the tables? .....	1	2
b. If they ask for it? .....	1	2

38. Does your school have a self-serve salad bar?

Yes .....	1
No .....	2

39. In the serving line, are...

	Yes	No
a. Fruits and vegetables placed near the cashier where they are easy to access? .....	1	2
b. Attractive displays used for fruits and vegetables? .....	1	2
c. Healthful foods labeled with appealing, age-appropriate names? .....	1	2

**Comment [Help28]:** Such labels might be geographic, such as Southwestern chili, nostalgic, such as classic vegetable soup, sensory, such as crisp green beans, or use other creative names such as X-ray Vision Carrots.



## School Cafeterias

40. Does your school have a cafeteria?
- Yes .....1  
 No.....2 →SKIP TO THE INTRODUCTION TO Q56
41. At your peak meal time, how full is the cafeteria compared to the maximum seating capacity?
- Less than 50% full .....1  
 50 to 75% full .....2  
 76 to 100% full .....3  
 Over capacity .....4
42. During the past 12 months, have students visited the cafeteria to learn about food safety, food preparation, or other nutrition-related topics?
- Yes .....1  
 No.....2
43. Do all nutrition services staff at your school receive basic food safety training before they are allowed to prepare or serve food?
- Yes .....1  
 No.....2 →SKIP TO Q45
44. Is basic food safety training provided in a language other than English, as appropriate?
- Yes .....1  
 No.....2  
 No language other than English necessary.....3
45. Is a certified food safety manager present while food is being...
- |                   | Yes | No |
|-------------------|-----|----|
| a. Prepared?..... | 1   | 2  |
| b. Served?.....   | 1   | 2  |
46. During the past 12 months, how often did the health department inspect the cafeteria?
- Never.....1  
 1 time .....2  
 2 times.....3  
 More than 2 times .....4

**Comment [Help29]:** A cafeteria is a place where food is served daily and students eat meals during meal times.

**Comment [Help30]:** Food safety is the prevention of unintentional contamination of food that can cause illness.

**Comment [Help31]:** Food safety is the prevention of unintentional contamination of food that can cause illness.

**Comment [Help32]:** Food safety is the prevention of unintentional contamination of food that can cause illness.

## School Cafeterias

47. During the past 30 days, has any school nutrition services staff member conducted a formal food safety self-inspection of the cafeteria, for example using the **USDA's** Manager Self-inspection Checklist?

- Yes .....1  
 No.....2

**Comment [Help33]:** USDA is the United States Department of Agriculture.

48. Does your school use an electronic point of sale system for foods or beverages sold in the cafeteria?

- Yes .....1  
 No.....2 → SKIP TO Q50

49. Does this system allow parents to restrict the type of foods or beverages their student can purchase?

- Yes .....1  
 No.....2

50. During the past 12 months, how often was food stored in plastic, glass, or metal containers with tight lids so that it was inaccessible to pests?

- Never .....1  
 Rarely .....2  
 Sometimes.....3  
 Almost always or always .....4

51. Does your school's nutrition services program have a **written plan** for feeding students who rely on the school meal programs in the event of an unplanned school dismissal or school closure?

- Yes .....1  
 No.....2

**Comment [Help34]:** This plan might be part of your school's overall crisis plan.

52. Does your school's nutrition services program have a written plan for ...

- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| a. Implementation of a risk-based approach to food safety, for example a <b>HACCP</b> -based program? ..... | 1          | 2         |
| b. Feeding students with severe food allergies?.....  | 1          | 2         |

**Comment [Help35]:** HACCP is Hazard Analysis and Critical Control Points.

School Cafeterias

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53. To protect students with food allergies, does your school...
- |   | Yes | No |
|---|-----|----|
| a. Provide a separate allergen-free table or tables?.....   | 1   | 2  |
| b. Use special sanitation procedures in the kitchen and dining area?.....                         | 1   | 2  |
| c. Identify students with food allergies in the serving line before they get to the cashier?..... | 1   | 2  |
| d. Make food ingredient lists or food labels available? .....                                     | 1   | 2  |
| e. Make changes in the foods offered to students with food allergies?.....                        | 1   | 2  |
54. Does the cafeteria have a hand washing facility or hand sanitizing station available for students' use?
- Yes .....1
- No.....2
55. Does your school offer a free source of drinking water in the cafeteria during meal times?
- Yes .....1
- No.....2

**Comment [Help36]:** For example, washing cafeteria tables with soap and water, sanitizing wipes, or spray cleaners and washing work surfaces, utensils, pots, and pans with hot soapy water.

## Collaboration and Promotion

The next questions ask whether certain groups have helped develop, communicate, or implement nutrition services policies or activities. Examples of this might include sitting on a committee, presenting to the school board, organizing a fruit or vegetable tasting, or soliciting or providing donations for nutrition services programs.

56. During the past two years, have any of the following groups helped develop, communicate, or implement nutrition services policies or activities?

	Yes	No
a. Students.....	1	2
b. Students' families.....	1	2
c. Community members.....	1	2

57. During the past 12 months, have the school nutrition services staff talked or taught about good nutrition, healthy eating habits, or food safety to...

Yes	No
-----	----

ANSWER A AND B FOR MIDDLE SCHOOL AND HIGH SCHOOL ONLY.  
OTHERWISE, SKIP TO THE INSTRUCTIONS BEFORE C.

- |   |   |   |
|---|---|---|
| a. A health education class at your school? ..... | 1 | 2 |
| b. Any other class at your school? .....          | 1 | 2 |

ANSWER C AND D FOR ELEMENTARY SCHOOL ONLY. OTHERWISE, SKIP TO THE INTRODUCTION TO Q58A.

- |  |   |   |
|--|---|---|
| c. Students at your school as part of a health education lesson or unit? ..... | 1 | 2 |
| d. Students at your school as part of any other lesson or unit? .....          | 1 | 2 |

Now I'm going to ask you about collaboration among nutrition services staff and other school and local agency staff.

- 58a. During the past 12 months, have the school nutrition services staff worked on school nutrition services activities with health education staff from your school?

- |  |   |
|--|---|
| Yes .....  | 1 |
| No.....  | 2 |
| School does not have health education staff..... | 3 |

**Comment [Help37]:** Food safety is the prevention of unintentional contamination of food that can cause illness.

**Comment [Help38]:** By "worked on school nutrition service activities with," I mean collaborated with on school nutrition services or worked with to coordinate school nutrition services.

## Collaboration and Promotion

58b. What about with physical education staff from your school?

- Yes .....1
- No.....2
- School does not have physical education staff.....3

58c. What about with health services staff from your school?

- Yes .....1
- No.....2
- School does not have health services staff.....3

58d. What about with mental health or social services staff from your school?

- Yes .....1
- No.....2
- School does not have mental health or social services staff.....3

59. During the past 12 months, have the school nutrition services staff worked on school nutrition services activities with staff or members from...

	Yes	No
a. Alliance for a Healthier Generation? .....	1	2
b. A health organization, such as the American Heart Association or the American Cancer Society? .....	1	2
c. A local health department? .....	1	2
d. A local mental health or social services agency? .....	1	2
e. A local college or university? .....	1	2
f. A local business? .....	1	2
g. Action for Healthy Kids? .....	1	2
h. A food commodity organization, such as the Dairy Council or produce growers association? .....	1	2
i. A non-governmental organization promoting farm to school activities? .....	1	2
j. A county cooperative extension office? .....	1	2
k. A food policy council? .....	1	2
l. A local hospital? .....	1	2
m. A local service club, such as the Rotary Club? .....	1	2
n. A local youth organization, such as the Boys and Girls Clubs? .....	1	2
o. A local anti-hunger organization, such as a food bank? .....	1	2

**Comment [Help39]:** By “worked on school nutrition service activities with,” I mean collaborated with on school nutrition services or worked with to coordinate school nutrition services.

**Comment [Help40]:** A food policy council brings together stakeholders from diverse food-related sectors to examine how the food system is operating and to develop recommendations on how to improve it.

**Collaboration and Promotion**

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Next, I'll ask about things that might be done at your school to encourage students to eat meals provided at your school.

60. During the past 12 months, has anyone from your school...

	<b>Yes</b>	<b>No</b>
a. Collected suggestions from students about the school nutrition services program? .....	1	2
b. Collected suggestions from school staff about the school nutrition services program? .....	1	2
c. Collected suggestions from students' families about the school nutrition services program? .....	1	2
d. Conducted taste-tests with students? .....	1	2
e. Conducted taste-tests with students' families? .....	1	2

61. Does your school have a committee that includes students who provide suggestions for the school nutrition services program?

Yes .....	1
No.....	2

62. Currently, does the school nutrition services staff make changes in the foods offered to any...

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. Students with chronic health conditions, such as diabetes? .....	1	2	3
b. Students who are vegetarians? .....	1	2	3

Collaboration and Promotion

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63. During the past 12 months, has anyone from your school...

	Yes	No
a. Made menus available to students?.....	1	2
b. Made information available to students on the nutrition and caloric content of foods available to them?.....	1	2
c. Placed posters or other materials promoting healthy eating habits on display in the cafeteria? .....	1	2
d. Placed posters or other materials promoting healthy eating habits on display in the school?.....	1	2
e. Included nutrition services topics during school announcements?.....	1	2
f. Included articles about the school nutrition services program in a school newsletter, newspaper, website, or other publication? .....	1	2

64. During the past 12 months, has anyone from your school...

	Yes	No
a. Made menus available to families of all students? .....	1	2
b. Made information available to families of all students on the nutrition and caloric content of foods available to students? .....	1	2
c. Made information available to families of all students on the school nutrition services program? .....	1	2
d. Met with a parents' organization, such as the PTA, to discuss the school nutrition services program?.....	1	2
e. Invited family members of all students to a school meal? .....	1	2

**Comment [Help41]:** PTA is the Parent Teacher Association.

## Staffing Characteristics

65. Currently, does someone at your school oversee or coordinate nutrition services, such as a school food service manager?

Yes .....1  
 No.....2

66. At your school, what is the minimum level of education required for **newly hired** food service managers?

High school diploma or **GED** .....1  
 Associate's degree in nutrition or related field .....2  
 Undergraduate degree in nutrition  
 or related field .....3  
 Graduate degree in nutrition or related field .....4  
 No requirement .....5

**Comment [Help42]:** GED is General Education Development.

67. As I read the following list of qualifications, please tell me if each is required for **newly hired** food service managers at your school.

	Yes	No
a. A Registered Dietitian, or RD, credential from the American Dietetic Association .....1	1	2
b. A School Nutrition Specialist credential from the School Nutrition Association .....1	1	2
c. A School Nutrition Association certification (Certification could include Level 1, Level 2, Level 3, or Trainer.) .....1	1	2
d. The successful completion of a school nutrition services training program provided or sponsored by the state .....1	1	2
e. ServSafe or other food safety certification .....1	1	2

68. Are **all** nutrition services staff at this school required to earn continuing education credits on nutrition services?

Yes .....1  
 No.....2



## Food Service Manager

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IF SOMEONE AT THIS SCHOOL DOES NOT COORDINATE FOOD SERVICE (Q65 IS “NO”), SKIP TO Q87.

69. Are you the person who oversees or coordinates nutrition services at your school?
- Yes .....1  
No.....2 →SKIP TO Q87

### SHOW CARD 3

70. Looking at this card, please tell me who you work for.  
MARK ALL THAT APPLY
- School district .....1  
This school .....2  
Food service management company .....3  
Other .....4

Now, I'd like to ask you some questions about your educational background.

71. What is the highest grade or year of education you have completed?
- Less than high school.....1 →SKIP TO Q81  
High school or **GED** .....2 →SKIP TO Q81  
More than high school .....3

**Comment [Help43]:** GED is General Education Development.

72. Do you have an undergraduate degree?
- Yes .....1  
No.....2 →SKIP TO Q78

73. What did you major in?  
MARK ALL THAT APPLY
- Business .....1  
Education .....2  
Food service administration  
or management.....3  
Home economics or family  
and consumer science .....4  
Nutrition or dietetics .....5  
Other (Specify).....6

## Food Service Manager

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74. Did you have an undergraduate minor?
- Yes .....1
- No.....2 →SKIP TO Q76
75. What did you minor in?  
MARK ALL THAT APPLY
- Business .....1
- Education .....2
- Food service administration or management .....3
- Home economics or family and  
consumer science .....4
- Nutrition or dietetics .....5
- Other (Specify).....6
76. Do you have a graduate degree?
- Yes .....1
- No.....2 →SKIP TO Q78
77. In what area or areas was your graduate work?  
MARK ALL THAT APPLY
- Business .....1
- Education .....2
- Food service administration or management .....3
- Home economics or family and  
consumer science .....4
- Nutrition or dietetics .....5
- Other (Specify).....6
78. Do you have a School Nutrition Specialist credential from the School Nutrition Association?
- Yes .....1
- No.....2
79. Do you have a School Nutrition Association certification?  
(Certifications could include Level 1, Level 2, Level 3, or Trainer.)
- Yes .....1
- No.....2

## Food Service Manager

80. Do you have a Registered Dietitian, or RD, credential from the American Dietetic Association?
- Yes .....1  
No.....2
81. Do you have a culinary arts degree?
- Yes .....1  
No.....2
82. Are you a certified dietary manager?
- Yes .....1  
No.....2
83. Are you a certified food safety manager?
- Yes .....1  
No.....2
84. Do you have any other food service certifications from a state agency or state-level professional group?
- Yes (Specify) .....1  
No.....2

### SHOW CARD 4

As I read the list printed on this card, please tell me if you received any professional development on each topic during the past two years. This might include workshops, conferences, continuing education, graduate courses, or any other kind of in-service.

85. During the past two years, did you receive professional development on...
- |  | Yes | No |
|--|-----|----|
| a. Menu planning for healthful meals? .....  | 1   | 2  |
| b. Cultural diversity in meal planning? .....  | 1   | 2  |
| c. Implementing the new <span style="border: 1px solid red; padding: 2px;">USDA</span> rules for school meals? ..... | 1   | 2  |
| d. Using the cafeteria for nutrition education? .....  | 1   | 2  |
| e. Program regulations and procedures? .....   | 1   | 2  |
| f. Selecting and ordering food? .....  | 1   | 2  |
| g. Healthy food preparation methods? .....   | 1   | 2  |

**Comment [Help44]:** USDA is the United States Department of Agriculture.

## Food Service Manager

**(Q85 continued)**

	Yes	No
h. Increasing the percentage of students participating in school meals?.....	1	2
i. Making school meals more appealing?.....	1	2
j. Strategies to improve the presentation of healthful foods in the cafeteria?.....	1	2
k. Customer service?.....	1	2
l. Competitive food policies to create a healthy food environment?.....	1	2
m. Financial management?.....	1	2
n. Personnel management?.....	1	2
o. Facility design and layout, including equipment selection?.....	1	2
p. Food safety?.....	1	2
q. Procedures for handling severe food allergy reactions?.....	1	2
r. Food preparation methods for students with food allergies?.....	1	2
s. Nutrition services for students with special dietary needs other than food allergies?.....	1	2
t. Using Hazard Analysis and Critical Control Points (HACCP)?.....	1	2
u. Procedures for responding to food recalls?.....	1	2
v. Personal safety for nutrition services staff?.....	1	2
w. Implementing local wellness policies at the school level?.....	1	2
x. Sourcing foods locally or regionally?.....	1	2
y. Using produce from school gardens?.....	1	2
z. Culinary skills?.....	1	2

**Comment [Help45]:** For example, placing fruits and vegetables near the cashier where they are easy to access.

**Comment [Help46]:** Competitive foods are foods sold outside the school meal programs.

**Comment [Help47]:** Food safety is the prevention of unintentional contamination of food that can cause illness.

**Comment [Help48]:** For example, knife skills or how to prepare fresh fruits and vegetables.

### SHOW CARD 4

86. Which of these topics would you like to receive further professional development on?

MARK ALL THAT APPLY

- Menu planning for healthful meals..... 1
- Cultural diversity in meal planning..... 2
- Implementing the new USDA rules for school meals..... 3
- Using the cafeteria for nutrition education..... 4
- Program regulations and procedures..... 5
- Selecting and ordering food..... 6

**Comment [Help49]:** USDA is the United States Department of Agriculture.

**(Q86 continued)**

Healthy food preparation methods.....7

Increasing the percentage of students  
participating in school meals .....8

Making school meals more appealing.....9

Strategies to improve the presentation of  
healthful foods in the cafeteria.....10

Customer service.....11

Competitive food policies to create  
a healthy food environment .....12

Financial management .....13

Personnel management .....14

Facility design and layout,  
including equipment selection .....15

Food safety.....16

Procedures for handling severe food  
allergy reactions .....17

Food preparation methods for students  
with food allergies .....18

Nutrition services for students with special  
dietary needs other than food allergies .....19

Using Hazard Analysis and Critical  
Control Points (HACCP).....20

Procedures for responding to food recalls .....21

Personal safety for nutrition services staff.....22

Implementing local wellness policies  
at the school level .....23

Sourcing foods locally or regionally .....24

Using produce from school gardens .....25

Culinary skills.....26

None of these .....27

**Comment [Help50]:** For example, placing fruits and vegetables near the cashier where they are easy to access.

**Comment [Help51]:** Competitive foods are foods sold outside the school meal programs.

**Comment [Help52]:** For example, knife skills or how to prepare fresh fruits and vegetables.

## Food Service Manager

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87. My supervisor may wish to call you to ask about how I conducted this interview.  
Would you please tell me a telephone number where we might reach you starting with  
the area code?

(        )        -

- 1) Daytime or
- 2) Evening/weekend

Thank you very much for taking the time to complete this interview today.