

## NSA 2 Test Prep: Study Guide

**Purpose:** To evaluate candidates' knowledge and skills required to perform specific job activities related to school nutrition programs.

**Structure:** The exam assesses competency for ten functional areas that encompass responsibilities of Nutrition Services Assistant 2 (NSA 2). The approximate percentage of exam questions for each functional area are reference below:

1. Nutrition and Menus (15%)
2. Math and Finances (10%)
3. Sanitation, Safety and Security (15%)
4. Facilities, Technology and Equipment (5%)
5. Purchasing and Inventory (5%)
6. Culinary Arts, Food Preparation and Service (15%)
7. Communication and Customer Service (10%)
8. Human Resources (10%)
9. Child Nutrition Programs (10%)
10. Positive Behavioral Interventions and Supports (5%)

**Minimum standards:** The exam consists of 60 multiple choice questions. Questions are of equal weight. Tests are conducted with a time limit, and candidates must receive a score of 75% or greater. If an individual does not meet the minimum passing score, they may retake the Civil Service exam when it is offered.

**Other Qualifications:** A Minnesota Department of Health Food Manager's Certificate is required within 3 months of appointment to the supervisor position.

- **Recommended Study Tools:**
- Employee Engagement Through Positive Leadership SMILE School (reference manual)
- ServSafe Study Guide
- Institute for Child Nutrition Resource Center Online Courses:
  - *Weights and Measures*
  - *Managing Food Allergies in SNPs*
- Office of College and Career Readiness: Department of School Climate & Support (Positive Behavioral Interventions and Supports Power Point presentation)
- The National School Lunch Program Fact Sheet by The United States Department of Agriculture
- Saint Paul Public Schools Wellness Policy #533.0
- Saint Paul Public Schools Unpaid Meal Charge Policy #TBD

### Other Recommendations:

- Begin preparing for the exam as soon as possible.
- Review the content/knowledge areas and use the recommended study tools to prepare for the exam.
- Plan in-depth study and preparation for those content/knowledge areas that are less familiar.
- Attend the voluntary classes offered by NS to gain additional knowledge of culinary techniques.
- Form a study group with other exam candidates in the area. Interacting with other exam candidates and discussing the content outline of the exam can be helpful.
- Contact Saint Paul Public Schools Human Resources for more information on the Civil Service Rules and/or hiring process.