

TITLE: NUTRITION SERVICES TRAINER

QUALIFICATIONS:

1. Knowledge of laws, regulations and requirements pertaining to public school nutrition service programs; college course work in related area desirable
2. Knowledge and ability to perform, teach and supervise quantity food service preparation including: computations required by prescribed menus, work simplification methods, first aid, safety and sanitation procedures, and proper use and maintenance of food service equipment, and food service computer systems
3. Training in nutrition service program requirements, preparations of work schedules, recipe adjustment, menu production worksheets, safety and sanitation standards, and worker dress and personal hygiene standards; Serve-Safe certification required within six months of employment in position
4. Ability to work effectively with staff, students and public
5. Experience in training, supervising and evaluating on-site nutrition service operations and personnel
6. Knowledge of latest technology in food production and use of computers in nutrition service operations and management.
7. Valid driver's license and personal automobile for use on district business

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: Under direction of Director of Nutrition Services, train school site personnel on BCSD Nutrition Services Department standardized practices.

PERFORMANCE RESPONSIBILITIES:

1. Performs on-site kitchen procedure evaluations and trains staff to comply with regulations pertaining to public school nutrition service programs
2. Trains staff on preparation, sale, serving and storage of food in accordance with established guidelines
3. Trains staff on ordering, receiving and storage of food, equipment and supplies
4. Trains staff to control and manage food and labor costs which includes computing and estimating proper food quantities, supplies and other resources needed for efficient food service operations
5. Teaches skills to maintain effective working relationships with staff, students and community; serves as resource in coordinating nutrition service program with curriculum and school functions
6. Instructs site personnel to maintain records and prepare reports including, but not limited to, inventories, applications, meal counts, sales, labor hours, payroll records, and menu production records
7. Assists on-site kitchens with implementation of new nutrition service programs
8. Consults with, directs, and provides inservice training for food service managers and food service workers within established policies and procedures; assists in nutrition service conferences and managers' meetings as needed
9. Assists in evaluating performance of food service personnel through inservice training, observation and documentation within established policies and procedures
10. Assists in preparation of Nutrition Services Department Training Procedure Manual
11. Maintains records and reports as required
12. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 14

EVALUATION:

Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable