

Wentzville R-IV School District
Position Description
Locator: 5.10

Position Title: Child Nutrition Trainer
Reports To: Director of Child Nutrition

SUMMARY

Under the general supervision of the Director of Child Nutrition, assist the Assistant Director of Child Nutrition in managing and training staff. This includes training in proper food handling, safety, and sanitation, assessing Child Nutrition Services operation for adherence to the Child Nutrition program standards, and developing programs to provide optimum customer service. Assists the Child Nutrition Assistant Director in planning, preparing, and serving catering events for the district.

QUALIFICATIONS:

- Experience in safe food handling, Child Nutrition programs, and quantity food preparation.
- Five years of experience in Food Service, including supervision and training experience.
- Catering experience or culinary training.
- Strong computer skills, with proficiency in Microsoft Office products, including Excel.
- Proficiency in office procedures, copy equipment, fax, email and Nutrikids or Mosaic.
- Must be knowledgeable on operation of all kitchen equipment.
- Currently possess ServSafe certification, and teacher's ServSafe certification or must be able to obtain within six months.
- Possess strong organizational skills, communication, and leadership skills.

ESSENTIAL JOB DUTIES:

- Train Child Nutrition staff in food preparation skills, including completing and evaluating production records, food safety and sanitary food handling procedures, USDA regulations, customer relations, Point of Sale system (POS), and inventory system.
- Assist Child Nutrition Director in monitoring school sites for compliance with all state, federal, county, and district policies and procedures.
- Provide computer and/or technical assistance on software program and equipment.
- Assist the directors with the development and implementation of in-service training for managers and staff.
- Develop and implement an orientation and training program for new employees, new managers, and provide continuing education for current employees, including ServeSafe Sanitation course.
- Assist Child Nutrition staff with Free/Reduced applications.
- Receive and process all catering requests.
- Plan, schedule, and coordinate catering functions with the assistance of the Assistant Director of Child Nutrition.
- Provide excellent customer service with attention to detail, presentation, and food quality.
- Travel to other locations to set up, serve, and sometimes prepare food items.
- Maintain inventory and usage of catering supplies and equipment using the current inventory system.

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- Assist schools when the manager or employees are absent.
- Perform other duties as assigned by the Director of Child Nutrition.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to calculate labor and food costs.
- Ability to read, write, and comprehend verbal and written instructions.
- General knowledge of quantity food service preparation and service.
- Ability to prepare and serve meals to small groups (30-50) without additional staff.
- Ability to drive a light van and transport heavy trays and containers.
- Ability to work alone or lead assigned staff as schedule requires, including some non-traditional hours.
- Ability to work within an environment that includes extremes in temperature (hot and cold).
- Ability to legally and safely operate a motor vehicle.
- Ability to physically handle equipment and supplies associated with job responsibilities.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director, Assistant Director of Child Nutrition or the Assistant Superintendent of Administrative Services.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Substantial talking, hearing, grasping, pushing, standing, walking, reaching with hands and arms, stooping, and kneeling, crawling, crouching, repetitive wrist, hand and or finger movements. Must routinely be able to lift 40 pounds and stand for long periods of time. Must have clarity of vision to read recipes, use a computer, read thermometers, and monitor students.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be established in accordance with the current pay plan and district policy.

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EVALUATION

Performance in this job will be evaluated in accordance with the provisions of district policy on evaluation of support services personnel.