

TriCreek School Corporation Nutrition Services Job Description

TITLE: **Training and Field Coordinator**
LOCATION: School Nutrition
REPORTS TO: Director of School Nutrition Department

SUMMARY: Primarily responsible for providing guidance and training to employees in all aspects of food production. Supervises catering department. Assists with employee orientation training and professional development opportunities. Assists in new recipe development and menu planning. Assists with compliance and procurement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Effectively utilize district technologies appropriate to the position and assumes responsibility for attending training needed to successfully perform designated responsibilities as directed by supervisor.
- Manages district catering events; working hours outside of normal workday when necessary.
- Assists in Development and presentation of comprehensive employee orientation program training.
- Assist the Director with implementation and presentation of staff professional development opportunities.
- Assists in preparing job performance evaluations for assigned personnel as directed.
- Master and train staff on commercial equipment.
- Monitor and evaluate sites for operational efficiency and compliance. Assures managers follow District, County and ServSafe safety and sanitation procedures.
- Fills in for management absences as needed.
- Assists in recipe and menu development, meeting cost and nutrition targets.
- Plan and implement marketing events, new menu item samplings, promotions and social media campaigns.
- Assist the Director in developing long term equipment replacement plan.
- Effectively delivers training to food service management and personnel as assigned.
- Communicate the status of training activities to the Director.
- Assists Director and corporation compliance specialist in procurement and compliance activities for the National School Lunch and Breakfast programs.
- Carry out all responsibilities of the position in accordance with Board and Department policies and in compliance with State and USDA regulations.
- Performs classroom education as scheduled by the Director.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the catering department and program compliance of all food service facilities and managers.

EDUCATION/EXPERIENCE

- Culinary experience preferred.
- Current ServSafe Certification. Ability to become a ServSafe certified instructor.
- Training and supervisory experience required.
- College degree preferred.
- Nutrition background preferred.
- Two (2) years of experience in school food service supervision.
- Strong knowledge of computers, nutritional analysis software and Point of Sale Software preferred.
- Strong knowledge and experience using Microsoft Office products and ability to create training materials, promotional materials and presentations preferred.
- Knowledge and experience with a variety of social media platforms.
- Must have own transportation and valid Indiana Driver's License.

LANGUAGE SKILLS:

- Ability to write reports, business correspondence, etc.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to market Child Nutrition Program to students, staff and community.
- Possesses excellent oral and written communications skills and interpersonal relationship skills.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations and in the preparation of financial reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, maintenance staff, and business contacts from outside of the District.
- Must be knowledgeable of the National School Lunch and Breakfast Program.
- Ability to establish and maintain effective working relationships.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks and set long and short-term goals.
- Ability to perform duties with awareness of all district requirements and School Board policies.
- Ability to promote harmonious working-relationships with students, staff, parents and the community.

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.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand on hard surfaces. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools or utensils. The employee must be able to move/lift up to 35 pounds such as milk crates, cases of frozen or canned food, portable equipment, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

HOURLY STARTING WAGE: \$ 16.95

Classification: Hourly

8 Hours per day

Contracted Days: 195