

Child Nutrition Trainer Job Description



Job Title: Child Nutrition Trainer

FSLA: Nonexempt

Reports to: Director/Executive Director of Child Nutrition

Pay Grade: FP080

Dept./School: Child Nutrition/Assigned Campuses

Calendar Days: 210

Revised: 4.27.2022

Primary Purpose

Responsible for managing, developing, coordinating and conducting training programs for the Child Nutrition Department.

Qualifications

Education/Certification

- High School Diploma or GED
- Texas Association of School Nutrition (TASN) Level 3 certification

Special Knowledge/Skills:

- Microsoft Office proficiency
- Strong knowledge of USDA, State and Federally funded Child Nutrition Programs
- Ability to work flexible hours, if needed
- Ability to work well with others
- Ability to plan, train, and communicate effectively, orally and in writing

Experience:

- Minimum five (5) years' food service management experience
- Multi-campus/unit supervisory experience, preferred

Major Responsibilities and Duties

Technology and Information Management

1. Conduct the training program for Manager Trainees.
2. Conduct new employee training.
3. Conduct cashier training in proper use, meal components and procedures of point of sale system.
4. Conduct onsite training in schools, as requested.
5. Assist with supervision of Quality Control in all school cafeterias.
6. Conduct designated compliance and accountability training.

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7. Maintain Texas Manager Certification.
8. Demonstrate advocacy of Aldine Child Nutrition Services with a positive attitude and strong support of all policies, practices and procedures.
9. Support and promote goals and objectives of Child Nutrition Services to continually improve the department.
10. Support and promote the school district vision, mission, objectives and policies.
11. Utilize knowledge of the Child Nutrition Program to communicate and perform duties accurately and effectively.
12. Support the importance of membership in local, state, and national school nutrition associations and their certification programs.

Policy, Reports, and Law

13. Compile, maintain, and file all reports, records, and other documents as required.

Professional Growth and Development

14. Pursue continuous improvement and growth in knowledge of leadership skills in the area of Child Nutrition Training.
15. Meet all required professional development hours annually.

Other

16. Assume other duties as assigned.

Evaluation

The evaluation for the Child Nutrition Trainer is a responsibility resting with the Executive Director of Child Nutrition. An evaluation shall be completed in writing at least once during the course of each school year.

Supervisory Responsibilities

None

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; and mobile devices; Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

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Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.