

Durham Public Schools Job Description

Child Nutrition Services Training Manager

JOB TITLE: Training Manager

REPORTS TO: Executive Director

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY:

The Training Managers provides training to all employees on process, procedures, equipment, and software at CNS central office and all school levels district-wide to ensure that day-to-day office and food productions are met.

RESPONSIBILITIES & DUTIES:

1. Assists area supervisors with training through site visits, Managers' meetings, and employee evaluations.
2. Provides training for new managers in the areas of management, food production/food quality in assigned schools.
3. Conducts on-site skills training for all new employees (including area high schools) in identified areas.
4. Conducts school assessments using the current evaluation tool; makes recommendations for improvements.
5. Assists cafeteria managers with developing work schedules, promotions, and marketing plans.
6. Complies with policies and procedures stated in the Durham Public Schools Child Nutrition Handbook.
7. Communicates positively with school staff, students, parents, and visitors.
8. Performs all other tasks as assigned.
9. Confers with management to gain knowledge of specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies.
10. Reports on progress of employees under guidance during training periods.
11. Prepares and submits purchase records and reports on a timely basis.
12. Prepares free/reduced/full-price lunch records and reports.

Personal Training, Management and Supervision:

1. Provides on the job training in work scheduling, equipment use and care, food production, nutrition, sanitation, storage, record keeping, procurement.
2. Monitors working conditions in facilities and recommends staffing for increased efficiency.
3. Assigns work to staff.
4. Maintains time sheets and leave records.
5. Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.
6. Evaluates performance of each employee.
7. Counsels employees to maintain productive working relationships.
8. Recommends hiring and disciplining of employees.
9. Conducts staff meetings.

10. Maintain established systems and training programs to provide a safe and working environment, complying with OSHA regulations and other local, state and federal regulations.
11. Assist with recommendation and maintain a proactive human resource function to ensure employee motivation, training and development, compliance with established label regulations and personnel policies and procedures.

Finance and Recordkeeping:

1. Reviews cost and usage of materials, food capital, and fiscal policies and procedures in the school under his/her supervision.
2. Prepares and submits purchase records and reports on a timely basis.
3. Prepares free/reduced/full-price lunch records and reports.

Nutrition Education:

1. Coordinate and assist with conducting nutrition programs as requested by teachers in designated schools.
Public Relations
2. Provides information on food service program to students, parents, and school staff.
3. Responds to customer concerns and complaints.
4. Assists in the planning and production of special functions involving child nutrition program.

Sanitation and Safety:

1. Reviews his/her individual cafeterias to assure that high standards of sanitation and safety are maintained according to CNS HACCP procedures.
2. Develops and implements cleaning schedule.
3. Enforces employee sanitation procedures.
4. Enforces dress/personal hygiene codes.
5. Follows established procedures to avoid food contamination.

Other Responsibilities:

1. Participates as part of a team to implement successful merchandising programs in the schools.
2. Helps to establish Nutrition Advisory Council programs in selected schools.
3. Communicates with Director on a continual basis findings, problems, and success observed in the schools.
4. Keeps informed by reading professional journals and attending professional meetings as needed.
5. Plans and coordinates all catering functions including menu planning, cost, labor, food and supplies to insure each catered event is organized and realizes a profit for Child Nutrition.
6. Performs other duties as assigned by the director.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Position requires a High school diploma. Must have three or more years of experience in institutional food preparation and food service or management of commercial food service operations preferably with school food service/child nutrition services.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate (both verbal and written) effectively with excellent interpersonal skills.
2. Considerable knowledge of state and federal regulations governing school food service program.
3. Ability to allocate time efficiently so that tasks can be completed in a timely and effective manner.
4. Ability to work well under time constraints while providing attention to detail with minimum errors.
5. Must hold and maintain a valid motor vehicle operator's license according to NC state requirements.
6. Ability to accurately read, interpret and comply with Durham Public Schools and departmental procedures
7. Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions.
8. Ability to allocate time efficiently while arranging information systematically, in order to complete tasks in a timely and effective manner
9. Ability to meet established deadlines as specified by Durham Public Schools Child Nutrition Department, USDA regulations and the State of North Carolina guidance
10. Ability to work well under time constraints while providing attention to detail with minimum errors
11. Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements.

RESOURCE REQUIREMENTS:

☒ Laptop	☒ Desktop computer (may be docking station with laptop)
☒ e-mail address	☒ Outlook ☒ VPN
☐ Cellphone	☐ Pager ☒ Two-way radio
☐ iPad	
☒ Office phone	☒ 10 digit telephone number ☒ 5 digit extension
☒ Printer	
☒ Fax	
☐ District vehicle	
☒ Software (Microsoft Office, Adobe)	
☒ AS400	
☒ SharePoint	☐ Audio recording device
☒ Web site access	
☒ Building access key/code (for necessary building access during non-traditional hours)	

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:

Work is performed primarily in a school cafeteria environment, but with automobile travel from place-to-place required. Some lifting up to 50 pounds is required.

DISCLAIMER: (do not change – this is standard for each position)

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

(The employee should sign that he/she has read and understands the job description at the hiring conference or with hiring manager on first day of work)

Signature

Date