SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRAINING SUPERVISOR

SALARY SCHEDULE: ADMINISTRATIVE – J

COST CENTER: FOOD AND NUTRITION SERVICES (9021)

QUALIFICATIONS:
(1) Bachelor’s Degree from an accredited educational institution in Nutrition, Administrative Dietetics, Institutional Food Management; and/or,
(2) Minimum of three (3) years successful administrative experience in School Food Service.
(3) Registered Dietitian preferred.
(4) Successful experience in a formal adult education program and direct experience in training adults.
(5) Successful experience in a quantity food preparation and service program.
(6) Certification and/or credentials in School Food Service within two (2) years of employment date.

KNOWLEDGE, SKILLS AND ABILITIES:
Possess indepth knowledge of diverse subjects related to School Food Services. Ability to articulate information to employees. Demonstrated ability to design and write curriculum. Demonstrated ability to work independently. Demonstrated ability to lead, communicate and work with others to teach basic to advanced skills. Possess computer skills and experience with Word, Access (or similar database program). Ability and willingness to learn Computer Assisted Food Service (CAFS) program. Ability to plan, organize and prioritize activities.

REPORTS TO:
Director

JOB GOAL
To provide Food and Nutrition Services Managers and Employees with timely, consistent and appropriate training programs to ensure program compliance and maximum operational efficiency.

SUPERVISES:
Employees enrolled in training courses.
Employees during field assignments in schools.

PERFORMANCE RESPONSIBILITIES:
* (1) Coordinate and assume responsibility for Food and Nutrition Services training courses.
* (2) Teach School Food Service related training courses on a variety of subjects.
* (3) Identify needs and coordinate training with Director and Area Supervisors of Food and Nutrition Services.
* (4) Lead, communicate and work with others to teach basic to advanced skills.
* (5) Maintain a flexible schedule to maximize training opportunities for employees.
* (6) Demonstrate work simplification methods in class and in school sites.
* (7) Assist Managers with new employee training.
* (8) Research needs and provide subject specific mini-workshops to employees needing intensive training.
* (9) Survey employees and solicit input regarding appropriateness and usefulness of information provided in training sessions.
*(10) Modify training courses as needed.
*(11) Assume responsibility for course registration and all reporting requirements, including maintenance of all department-based records.
*(12) Ensure employees receive salary credit / step increases for completed course work.
*(13) Schedule training and coordinate facility usage for training courses.
*(14) Identify employees and explore alternative educational delivery systems for those who may not succeed in a traditional educational or training environment.
*(15) Design new courses as needed.
*(16) Receive additional training as needed to stay current with USDA, DOE and ASFSA requirements.
*(17) Assist Area Supervisors in preparing managers for site reviews to monitor conformance to standards established for food preparation, meal service, safety and sanitation, storage and inventory maintenance and cash collection.
*(18) Exhibit interest, sense of responsibility and commitment to the Food and Nutrition Services program.
*(19) Assume a secondary administrative responsibility as assigned.
*(20) Model and maintain high ethical standards.
*(21) Adhere to high standards of punctuality, regular attendance and appropriate dress.
*(22) Keep supervisor informed of potential problems or unusual events.
*(23) Respond to inquiries and concerns in a timely manner.
*(24) Follow all School Board policies, rules and regulations.
*(25) Exhibit interpersonal skills to work as an effective team member.
*(26) Demonstrate support for the School District and its goals and priorities.
*(27) Maintain confidentiality regarding school matters.
(28) Perform other incidental tasks consistent with the goals and objectives of this position.
*(29) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities