



T U L S A

PUBLIC SCHOOLS

Job Title: Child Nutrition Training Manager

Department: Child Nutrition

Reports To: Executive Chef

Grade: CA-17

Number of Days: 200 Days

Security Access: Ross

Current Date: November 21, 2016

Overtime Status: Non-Exempt

Position Summary: Develop and implement a comprehensive training and development program plan for the Child Nutrition Department.

Minimum Qualifications:

- Bachelor's degree preferred or minimum 5 years food service management, preferably school food service.
- High school diploma or equivalent required.
- Three years of training skills.
- Must have certification for ServSafe Trainer or be willing to obtain.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develop food and physical safety program for the department.
- Assess, coordinate and evaluate training for the Child Nutrition Department.
- Develop and coordinate the implementation of training materials for the various levels of adult learners.
- Develop, implement and conduct employee training through on-the-job training, professional development meetings and other training events.
- Assist with manager in training program as needed and supervise traveling managers.
- Coordinate and organize annual opening meeting and all opening training classes.
- Instruct and proctor SERVSAFE Sanitation Certification Course.
- Assess and provide recommendations on future training based on department needs.
- Develop end of year event for employees and managers and identify recognitions.
- Secure locations for all training.
- Maintain documentation of all training and development for individual employees and school sites.
- Maintain current job descriptions for all Child Nutrition Department, review annually and update.
- Develop evaluation tools to assess the effectiveness of training.

- Provide contract days to Human Capital for Child Nutrition.
- Develop agenda for Child Nutrition Orientation and provide.
- Assure effective and efficient quality food service through regular school visits, training and evaluations.
- Develop annual timetable for employee evaluations and submit all evaluations to Human Capital.
- Recommends terminations of employees as needed.
- Provide and participates in disciplinary action as needed.
- Completes other duties as required.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of Tulsa County/City Health Department for food service industry.
- Must competencies in development and delivery of curriculum materials for employee training.
- Must exhibit professional leadership and have capabilities to encourage leadership at the school manager level.
- Must possess excellent oral and written communication skills.
- Must have knowledge of computer hardware and operating systems.
- Strong knowledge of Windows, computer network applications especially presentation technology.
- Able to read, speak, write and understand English.
- Must have access to telephone, reliable transportation to and from work.
- Adapts easily to changing situations and problems.
- Able to stand for long periods of time
- Able to lift at least 10 lbs.

Supervisory Responsibility:

- Field Training Manager/Auditor, Personnel Clerk

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office, work in the kitchen maybe required.
- Commuting during day is required.

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