

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

FOOD & NUTRITION TRAINING MANAGER

POSITION: Food & Nutrition Training Manager

REPORTS TO: Director of Food Service

LOCATION: Food & Nutrition Services/Various Sites

NATURE OF WORK: This position works with the cafeteria managers and employees to train on various needs in the cafeteria such as, but not limited to food preparation, inventory, following standardized recipes, cash management, point of sale, and production records. Work includes collaborating with the Registered Dietitian on recipe development in the Food Service Central Kitchen and improving current recipes when needed. The Training Manager may also be asked to fill in during times of low staffing or site manager absences.

ESSENTIAL FUNCTIONS:

- Follow all rules, policies, and procedures of St. Mary's County Public Schools, along with state and federal regulations relevant to the Food & Nutrition Department;
- Must have a clean driving record and be able to travel between the central Food & Nutrition Office and various school sites;
- Knows, understands, and implements the requirements of the School Nutrition Program;
- Maintain a positive attitude and promote Food & Nutrition programs to parents, students, and staff;
- Excellent time management skills and ability to take initiative and make decisions within assigned areas of responsibility;
- Capable of performing all jobs within cafeteria operations and training others;
- Ability to lift up to 50 pounds;
- Proficiency in the use of technology for individual management, communication, and research; and
- Ability to establish and maintain effective working relationships with a diverse group of school employees.

DUTIES AND RESPONSIBILITIES:

- Provide on-the-job training in work scheduling, equipment use and care, food production, nutrition, sanitation, storage, compliance, and record-keeping;
- Communicate with the Food & Nutrition Services Central Office consistently with updates on findings, problems, and suggestions observed at school sites;
- Work with Dietitian in the central kitchen on recipe development, implementing student and staff suggestions for new and improved menu items;
- Fill in staff vacancies when requested to ensure program efficiency;
- Train new managers, assistant managers, cooks, and employees for consistency across the district;
- Works with supervisors to plan staff development activities;
- Assist in staff training when requested;
- Monitor federal compliance related to School Nutrition regulations as they pertain to all programs in which the department participates, including but not limited to the School Breakfast Program, Maryland Meals for Achievement, National School Lunch Program, Summer Food Service Program, and the CACFP After School Snack and Supper Programs;
- Comply with HACCP and food safety requirements and ensures current staff and trainees perform to set standards;
- Monitor working conditions in facilities and recommends methods for increased efficiency;

- Assist managers in financial management, including cost control and usage of materials, food waste prevention, inventory control, and labor needs;
- Provide input in areas pertaining to the district, such as menu items, ways to increase participation, and employee suggestions; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) required;
- Preference given to candidates who hold an Associate's degree or higher;
- Demonstrate functional knowledge of principles of nutrition and meal planning, equipment usage and care, sanitation, purchasing, cost control, and child nutrition management;
- Ability to obtain within the first year of employment and maintain a ServSafe Certification.

TERMS OF EMPLOYMENT:

Full-time Eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for eleven-month seven-hour employees – Range 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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