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

FOOD & NUTRITION TRAINING MANAGER 11 M

POSITION: **Food & Nutrition Training Manager 11 M**

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:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to lift up to 50 pounds
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Ability to demonstrate functional knowledge of principles of nutrition and meal planning, equipment usage and care, sanitation, purchasing, cost control, and child nutrition management

DUTIES AND RESPONSIBILITIES:
- Provides on-the-job training in work scheduling, equipment uses and care, food production, nutrition, sanitation, storage, compliance, and record-keeping
- Knows, understands, and implements the requirements of the School Nutrition Program
- Performa all jobs within cafeteria operations and train others
- Follows all rules, policies, and procedures of St. Mary's County Public Schools, along with state and federal regulations relevant to the Food & Nutrition Department
- Communicates with the Food & Nutrition Services Central Office consistently with updates on findings, problems, and suggestions observed at school sites
- Promotes Food & Nutrition programs to parents, students, and staff
- Works with Dietitian in the central kitchen on recipe development, implementing student and staff suggestions for new and improved menu items

- Fills in staff vacancies when requested to ensure program efficiency
- Trains new managers, assistant managers, cooks, and employees for consistency across the district
- Works with supervisors to plan staff development activities
- Assists in staff training when requested
- Monitors 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
- Complies with HACCP and food safety requirements and ensures current staff and trainees perform to set standards
- Monitors working conditions in facilities and recommends methods for increased efficiency
- Assists managers in financial management, including cost control and usage of materials, food waste prevention, inventory control, and labor needs
- Provides input in areas pertaining to the district, such as menu items, ways to increase participation, and employee suggestions
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS

Required:

- High school or GED
- Associate degree or three (3) years of relevant experience
- Hold or obtain within the first year of employment and maintain a ServSafe Certification
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Associate degree

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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025