Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Team Trainer & Support**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN55H**
Prepared/Revised Date:	**November 1, 2025**	Job Code:	**60780**

SUMMARY: Responsible for training, managing, and implementing best kitchen practices as determined by the department and providing positive mentorship to entire Child Nutrition team. Conduct new hire orientation and track new hire training and location assignments. Follow-up on new hire's progress and future training requirements. Travel daily to various PSD sites as needed, including any PSD kitchen, Child Nutrition office and warehouse, with the potential of traveling to multiple sites in the same shift. Responsible for preparing and serving a full range of food for school meals under minimal direct supervision. Comply with Health Department standards, all safety procedures, department policies and procedures and all applicable state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide kitchen manager with relief as needed, including absentee coverage, ordering, daily recordkeeping and staff supervision. Provide department expertise and positive team leadership to ensure the kitchen team is operating positively and effectively per department and district guidelines.
2. Conduct orientations, schedule training, and monitor progress for new hires. Train, manage, and implement kitchen best practices as determined by the department, including food safety, cooking, proper equipment use and cleaning, point-of-sale, marketing, and USDA and Larimer County Health Department requirements. Update new hire training materials as needed.
3. Assist with all aspects of production and service of meals; cooking and line setup (including condiment stands and fruit/vegetable bars). Prepare and replenish food items according to recipes and menus and control food and kitchen waste. Maintain accurate daily production records.
4. Provide clerical and IT support for the Child Nutrition Department office and warehouse. Assist with ordering and central warehouse inventory management as needed.
5. Provide customer service district-wide to students, staff, and community.
6. Properly receive, check-in, and store food and equipment from warehouse and vendors. Maintain, date and label food for storage. Perform inventories as scheduled and assist manager with food and supply orders.
7. Maintain compliance with Health Department standards, including high standard of sanitation and safety. Adhere to state, federal and department guidelines, safety procedures, departmental policies, and regulations.

8. Clean all food preparation and service areas, label, date and store food correctly. Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment, empty kitchen trash and recycling containers, and sweep and mop kitchen floors.
9. Operate point-of-sale system, including preparation and processing of accurate payments, day-end reports, and cash deposits.
10. Attend all required departmental trainings.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D
- Previous institutional food service experience required
- Three years of experience in PSD's Child Nutrition Department as a manager strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- ServSafe certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Ability to count money and make change
- Basic reading, writing, and math skills
- Ability to communicate positively with customers, staff, parents, supervisors, and community members
- Ability to work as a team
- Ability to follow oral and written instructions
- Interpersonal relations skills
- Exceptional customer service skills
- Ability to manage multiple tasks with frequent interruptions
- Knowledge and skills in food preparation, service, and efficiency
- Knowledge and expertise in PSD's Child Nutrition Department's procedures, policies, guidelines, and practices
- Ability to work various shift times, including early mornings
- Ability to train and lead kitchen staff
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to use a calculator and learn the point-of-sale accounting system
- Basic operating knowledge of and experience with oven, steamer, dishwasher, and other kitchen equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Child Nutrition Services Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for leading and directing the work of other kitchen staff as needed

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	