

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Nutrition Services, Training Manager

Schedule / Grade: NTSV (Tier 3)

Job Code: 98NTNSV783

FLSA: Non-Exempt

Calendar: NUTR SER

Benefits: Eligible (60 Day Wait Period) (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 10/06/2025

PURPOSE

The School Nutrition Training Manager is responsible for planning, developing, implementing, and evaluating training programs for school nutrition staff across the district. This position ensures that all team members are properly trained in food safety, USDA program regulations, meal preparation, customer service, and operational procedures. The Training Manager plays a key role in supporting program compliance, professional development, and the consistent delivery of high-quality meals to students. Must be able to manage a commercial kitchen in addition to training employees.

The **School Kitchen Manager** is responsible for overseeing the daily operations of a school kitchen, ensuring efficient meal preparation, food safety, staff supervision, and compliance with district and USDA guidelines. This role manages all aspects of food service, including ordering, inventory, training, scheduling, and maintaining a clean and safe kitchen environment.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Design and deliver training programs for new and existing nutrition staff, including food safety, HACCP, USDA compliance, meal pattern requirements, and kitchen operations.
- Develop and deliver onboarding processes and materials for new hires.
- Provide hands-on coaching and mentoring in kitchens to reinforce training objectives and best practices.
- Create and maintain a professional development calendar aligned with USDA Professional Standards.
- Ensure all staff complete required annual training hours and maintain accurate records.

- Collaborate with supervisors and cafeteria managers to identify training needs and address performance gaps.
- Conduct site visits to assess training effectiveness and provide follow-up support.
- Maintain and update training manuals, and other educational materials.
- Track and report training data to the Director and assist with preparing for state or federal audits.
- Plan and oversee daily meal production to ensure nutritional standards, portion control, and menu compliance.
- Manage food and supply ordering, receiving, storage, and inventory.
- Maintain food quality, temperature logs, and production records in accordance with health and safety regulations.
- Address staff issues and performance concerns in collaboration with Nutrition Services Supervisor.
- Enforce sanitation standards and maintain a clean, safe kitchen.
- Ensure proper use and maintenance of kitchen equipment.
- Report safety issues or equipment concerns promptly.
- Ensure compliance with USDA Child Nutrition Program requirements, local health regulations, and district policies.
- Act as the liaison between Nutrition Services, school administration, parents, and students.
- Communicate effectively with staff and supervisors to ensure smooth operations.
- Maintain accurate records of food usage, staff hours, and meal counts.
- Monitor and control food and labor costs.
- Assist in budget planning and cost efficiency efforts.
- Perform other related duties assigned by the Director of Nutrition Services.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Director, Assistant Director, Field Supervisors

Supervises: Cook/Cashiers and new Kitchen Managers

QUALIFICATIONS

Minimum:

- High school diploma or GED
- Minimum of 3 years of experience in school nutrition or institutional food service.
- Experience in training or staff development.
- ServSafe Certification required
- Certified ServSafe Instructor/Proctor (or must be obtained within 3 months)

Preferred:

- Associate's or Bachelor's degree in business administration, office management, or a related field
- Experience with USDA Child Nutrition Programs
- Experience working with computerized point-of-sale and inventory system

Ideal Candidate:

- Excellent public speaking, facilitation, and communication skills.
- Ability to develop training materials and deliver content to diverse adult learners.
- Strong organizational and time-management skills.
- Leadership ability to motivate, coach, and support staff at all levels.
- In-depth knowledge of school food service operations and USDA regulations.
- Proficiency with Microsoft Office, Google Workspace, and online learning platforms.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Provide clear and complete instruction, Read and comprehend simple instructions, short correspondence and memos in English; Write simple correspondence; Communicate one on one and in small groups; Maintain appropriate relationships with students and coworkers.

Computation: Add, subtract multiply and divide and perform those operations using units of US Currency, and weight, and volume measurements.

Reasoning: Comprehend and follow detailed but basic written or oral instructions; Solve simple problems with few variables in stable conditions.

Technology: Ability to operate a computerized point of service, department specific software and Microsoft outlook

Physical Demands: An individual who holds this position must have the ability to frequently walk short distances, continuously stand, frequently bend or twist at the neck and torso, continuously grip. Frequently reach, stoop, kneel and crouch, frequently lift 20-40 pounds and occasionally lift up to 50 pounds, frequently use close and peripheral vision.

Attendance: Consistent and regular attendance is an essential duty of this position.

Conditions and Environment: While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between 15-32 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer