

CHILD NUTRITION SERVICES INSTRUCTOR

DEFINITION

Under the direction of the Child Nutrition Services Manager, plans, develops, organizes and delivers a comprehensive staff development and training program for all levels of personnel within the Child Nutrition Services Department and perform other related work as required.

EXAMPLES OF DUTIES

Plans, develops, organizes, and implements a comprehensive development and training plan including functional skills and technical knowledge training; continuously evaluates relevancy and accuracy of curricula content, and monitors the process and impact of training on learning and on-the-job performance; establishes and maintains collaborative professional relationships with departmental personnel, including management, in order to plan training sessions; responsible for client registration for workshops and training sessions; confirms attendance via confirmation letter or email; maintains workshop registration/attendance records of employees in order to prepare reports, and studies on training programs and activities; provides on-going evaluation of such programs; may assist and work in various Child Nutrition Services positions as needed for relevant knowledge of job expectations of all personnel within the department; perform related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, methods, techniques and strategies for the training of child nutrition personnel;
Methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities;
Sanitation and safety practices and procedures and HACCP Food Safety System;
Standard cafeteria appliances and equipment;
Menu planning, nutritional analysis and related dietary guidelines for Federal and State programs;
Modern software programs such as Windows and Microsoft Office Suite (Word, Excel, Access, PowerPoint), etc;
Basic arithmetic, record keeping, and money handling procedures;
Personnel motivation methods and techniques

Ability to:

Plan, develop and implement child nutrition training and safety programs;
Exercise good judgment, make decisions, establish professional contacts, and organize time with minimal supervision;
Maintain accurate records, and be able to prepare complete and comprehensive reports;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain effective working relationships with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Completion of the twelfth grade or equivalent thereof, supplemented by training or coursework pertaining to food preparation, safety, sanitation, business or other related areas.

Experience:

Three years of supervisory experience in the operation of a food retail establishment or school site kitchen including organizing and scheduling the activities of multiple employees as well as one year involved with a food service instruction program.

REQUIRED LICENSES AND/OR CERTIFICATES

Must possess a valid Food Safety Management certificate
Valid California Driver's License

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting, pushing, pulling and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate computer keyboard, hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, and reach.

Working Conditions:

Office, school, kitchen and outdoor environments. Sitting for extended periods of time. Driving a vehicle to conduct work. Constant interruptions. Hearing or speaking to exchange information in person or on the telephone. May be necessary to stand for prolonged periods of time on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class I