



JOB TITLE	DEPARTMENT	REPORTS TO
Child Nutrition Quality Assurance Training Manager	Child Nutrition Services	Director of Food Service

Position No: 76010	Length of Work Year: 12 Months
Salary Schedule: P19	Date Approved: 10/14/14
FSLA: Exempt	Date Revised: 6/9/16

JOB GOAL
The Child Nutrition Quality Assurance Training Manager will provide district support in standardizing food production in the school meals programs by analyzing and implementing standardized operating procedures. This position will also facilitate special functions throughout the School District to maximize the use of cafeterias.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Associates Degree from an accredited university or college, or Culinary Degree. 2. Five (5) years of experience in Child Nutrition School Meals Program or in Food Production Management. 3. Experience in facilitating, training and planning professional development for employees. 4. Demonstrate the ability to supervise employees. 5. Ability to communicate effectively in written and oral form. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Provide training in the areas of quality assurance and professional development. 2. Coordinate and promote School Food Service related training courses on a variety of subjects. 3. Maintain a flexible schedule to maximize training opportunities for employees. 4. Assist managers with new employee training. 5. Organize and/or assist with special events within the schools and district 6. Compile and submit all additional hours worked and training payroll for Child Nutrition Employees. 7. Organize and monitor Manager Intern Employees and Program. 8. Identify training needs with Director, Senior Specialist and Field Managers. 9. Assist with tracking all Child Nutrition employees, professional development credit hours according to federal regulations. 10. Work with Director and Operation Office staff with creating a training plan for Child Nutrition Employees. 11. Provide professional development and support to all child nutrition employees. 12. Provide marketing and signage for promoting new products. 13. Perform assigned tasks in a timely and efficient manner. 14. Perform assigned tasks with a high standard of quality. 15. Perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.