

**Job Title:** Field Trainer - School Nutrition – Part-Time and/or Full-Time

**FLSA Exemption Status:** Non-Exempt

**Term:**

1. If Part –Time - anticipate less than twenty-five (25) hours a week while school is in session.
2. If Full -Time – anticipate working 220 days including the 177 full school days (eight hours a day) and one cleanup day plus up to the equivalent of 43 additional days including the months of July and June.

**Minimum Qualifications:**

1. Not less than a high school diploma or general equivalency diploma;
2. Satisfactory initial physical examination;
3. Previous food service experience is recommended; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

1. Assist the Director of School Nutrition Services in the preparation, and delivery of meals that meet or exceed the nutritional requirements in a safe and sanitary environment within the appropriate financial parameters.
2. The preparation and delivery of meals to students is the main priority.

**Responsibilities and Essential Functions:**

1. Rules and Regulations
  - a. Ensures that all applicable federal, state, and local rules and regulations are followed
2. Meal Preparation and Service
  - a. Assists managers in the organization of the cafeteria to deliver the best, most appetizing meal
  - b. Assists in the proper training of staff to provide the appropriate meal components to compose the meal or snack
  - c. Provides basic training of substitutes
  - d. Monitors the After-School Snack programs and conducts minimally two annual reviews; provides needed follow-up with managers
  - e. Conducts ‘taste testing’ with selected students for new product acceptability, as needed
3. Personnel Management
  - a. Provides praise and correction in a manner that is positively accepted
  - b. Provides and documents in-service opportunities on a regular basis
  - c. Promotes TSNA and SNA membership and participation
  - d. Discusses personnel issues with the Director -School Nutrition Services
  - e. Monitors staffing needs of each site
  - f. Makes recommendations in regard to staffing needs of each site (full-time, part-time and substitutes)
4. Sanitation, Safety and Security
  - a. Conducts quarterly checks in regard to the MSDS sheets
  - b. Monitors and provides feedback to the Manager in regard to the dress and appearance of the staff members
  - c. Ensures that health permits are current and health inspections are monitored and that any, and all, noted required corrections are made as soon as possible

- d. Monitors the proper use of equipment; reports immediately when, and if, defective equipment or the operation of such is deemed to be unsafe
  - e. Ensures the proper handling of cash at the school level
5. Cafeteria General Operations
- a. Know the most effective procedures for ordering, receiving and storing of goods (including, but not limited to, fresh fruits and vegetables, breads, canned and frozen foods)
  - b. Offers guidance for cost control, waste, and theft – reports all unlawful actions immediately
  - c. Assists the manager and staff in the implementation of proper cost controls
  - d. Serves as the Manager- Food Service in an emergency (not encouraged but may be necessary)
  - e. Understands and capable of training others in the areas of appropriate record keeping, cashier operation, cash handling, USDA and state regulations, daily functions of a school cafeteria, etc.
  - f. Performs and can instruct others in regard to the completion of production records; monitors the production records; and provides appropriate feedback to the Director - School Nutrition
  - g. Completes required paperwork for site visits, HACCP compliance, etc.
6. Public Relations
- a. Promotes participation by building good relationships with all members of the school community (students, parents, employees, community members, etc.)
7. Central Office Work
- a. Assists in the employment process
  - b. Helps to prepare lists of food items to be included on bids
  - c. Assists in the preparing, opening and processing of bids
  - d. Assists in the completion of the end-of-the-month paperwork, balancing bank statements and filing of USDA claims for reimbursement
  - e. Assists in the submissions of orders for supplies and equipment
  - f. Assists the Director- School Nutrition in achieving program goals
  - g. Maintains applicable recipes, menus, specification sheets, and food information sheets in an up to-date manual which is readily accessible to Managers
  - h. Assists in the implementation of new programs related to School Nutrition; which may include, but not be limited to Summer Feeding, HealthierUS School Challenge, Fuel Up to Play 60
  - i. Assists in the completion of a nutritional analysis for menus (using Nutri-Kids)
  - j. Has clerical and technological skills required to efficiently use the applicable software program associated with school nutrition
  - k. Assist the managers with the routine daily operations and personnel in the school nutrition program; Performs other related duties as assigned by the Director - School Nutrition Services.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
4. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

### **Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds.

The work environment may be warmer and/or colder than a typical work setting. This employee may be required to visit the different school sites, driving his/her own vehicle (mileage will be reimbursed according to typical state rates when the appropriate paperwork is submitted).

Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crouching
4. Reaching
5. Talking
6. Hearing
7. Seeing

### **SAFETY/HEALTH STANDARDS:**

- The following safety/health standards apply in regard to dress and grooming of school nutrition employees:

1. Clean, neat, stain-free, wrinkle-free clothes are required. Slacks need to be khaki, gray, black or navy. Blue denim jeans may be worn on Fridays only or on other special occasions when all school employees are wearing blue jeans. All slacks and jeans must be loose fitting. Capri pants are acceptable if below the knee for elementary schools only. Stretch pants are not appropriate and cannot be worn, nor can stirrups, jogging pants, sweat pants, slick pants, or shorts.
2. Scarves, ties, etc., present real safety concerns and hazards; these items may not be worn.
3. Slip-resistant shoes are preferred. Shoes with a closed toe must be worn.
4. Aprons approved by the manager may be worn.
5. Employees may participate in special dress days as designated by the School Nutrition Supervisor, as long as safety is not jeopardized.
6. Body piercing is not allowed, except for small (1/2 inch or less) hoop earrings. Tattoos must be covered when possible.
7. Employees may not have false/fake nails or wear their fingernails beyond the tip of the finger. No fingernail polish (including clear polish) is allowed.
8. Employees cannot wear jewelry (necklace, bracelet, watch, etc.) except for a wedding band.
9. Hair must be clean, neat, and well-maintained. If hair is long, it must be pulled back, away from the face and out of the way, in a neat fashion and sprayed.

### **EMPLOYEE HEALTH CODE:**

1. A physical must be completed by a licensed physician for all new employees within ten (10) days of the first paycheck; the provided physical form must be used.
2. All school nutrition employees are encouraged to take the Hepatitis B vaccine which is provided by the school system at no charge to the employee.
3. Food Service Establishment Rules 1200-23-1-.02 (7) (a) and (b) states – No employee, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, an infected wound, or an acute respiratory infection, shall work in a food service

establishment in any capacity in which there is a likelihood of such person's contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons.

4. Employees must report to their manager when they are experiencing certain symptoms of illness or disease. When deemed necessary, and in accordance with the above rules, the School Nutrition Manager (after first notifying the Director -School Nutrition) can require an employee to submit a doctor's statement affirming that said employee is free of communicable disease or illness. The doctor's statement must be immediately forwarded to the Director-School Nutrition, and then be placed in the employee's health file. The employee will not be allowed to return to work until the appropriate doctor's statement is received.

**Reports To:**

Director - School Nutrition Services

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

