



Job Title: Child Nutrition Training Manager

Department: Child Nutrition
Reports To: Executive Chef
Grade: CA-17
Number of Days: 200 Days
Security Access: Ross
Overtime Status: Non-Exempt
Last Revised Date: November 21, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Develop and implement a comprehensive training and development program plan for the Child Nutrition Department.

Minimum Qualifications:

- Bachelor's degree preferred or minimum 5 years food service management, preferably school food service.
- High school diploma or equivalent required.

- Three years of training skills.
- Must have certification for ServSafe Trainer or be willing to obtain.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develop food and physical safety program for the department.
- Assess, coordinate and evaluate training for the Child Nutrition Department.
- Develop and coordinate the implementation of training materials for the various levels of adult learners.
- Develop, implement and conduct employee training through on-the-job training, professional development meetings and other training events.
- Assist with manager in training program as needed and supervise traveling managers.
- Coordinate and organize annual opening meeting and all opening training classes.
- Instruct and proctor SERVSAFE Sanitation Certification Course.
- Assess and provide recommendations on future training based on department needs.
- Develop end of year event for employees and managers and identify recognitions.
- Secure locations for all training.
- Maintain documentation of all training and development for individual employees and school sites.
- Maintain current job descriptions for all Child Nutrition Department, review annually and update.
- Develop evaluation tools to assess the effectiveness of training.
- Provide contract days to Human Capital for Child Nutrition.
- Develop agenda for Child Nutrition Orientation and provide.
- Assure effective and efficient quality food service through regular school visits, training and evaluations.
- Develop annual timetable for employee evaluations and submit all evaluations to Human Capital.
- Recommends terminations of employees as needed.
- Provide and participates in disciplinary action as needed.
- Completes other duties as required.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of Tulsa County/City Health Department for food service industry.
- Must competencies in development and delivery of curriculum materials for employee training.
- Must exhibit professional leadership and have capabilities to encourage leadership at the school manager level.
- Must possess excellent oral and written communication skills.
- Must have knowledge of computer hardware and operating systems.
- Strong knowledge of Windows, computer network applications especially presentation technology.
- Able to read, speak, write and understand English.
- Must have access to telephone, reliable transportation to and from work.

- Adapts easily to changing situations and problems.
- Able to stand for long periods of time
- Able to lift at least 10 lbs.

Supervisory Responsibility:

- Field Training Manager/Auditor, Personnel Clerk

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office, work in the kitchen maybe required.
- Commuting during day is required.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.