



T U L S A

PUBLIC SCHOOLS

Job Title: Field Training Manager/Auditor

Department: Child Nutrition
Reports To: Training Manager
Grade: BG-04
Number of Days: 200
Security Access:
Current Date: October 4, 2017
Overtime Status: Exempt

Position Summary: Assist and coach cafeteria manager and hourly staff in CN policies and procedures, daily operations of school cafeteria, computer usage, and effective cost controls. Provide training classes in absence of training manager. Conduct district food safety audits and other audits as needed.

Minimum Qualifications:

- Prefer Bachelor's degree OR minimum three years' experience in supervision of quantity food preparation, personnel management, and business management in a school food service setting may be substituted.
- Experience with WinSNAP/WebSMARTT software highly desirable.
- Must exhibit professional leadership and have capabilities to encourage leadership at the school manager level.
- Possess excellent oral and written communication skills.
- Certification in ServSafe as required by Tulsa County/City Health Department or be willing to obtain.
- Able to present Training presentations in front of large crowds.
- Work well un-supervised and be a self-starter and able to organize work load with consideration to priorities.

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.

- Complete the Food Safety Comprehensive Safety Audits, provide results to management and retain files for.
- Organize recognition and awards for Audit Champions.
- Assist in implementing After School Snack training and audits as needed.
- Provide training at sites as requested.
- Monitor manager in training program.
- Develop training materials.
- Identify trainers for manager in training program.

- Assist with opening and closing of school sites through assistance in development of procedures, provision of training and on-site follow-up as needed.
- Other duties as assigned.

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

- Must have basic knowledge of computer hardware & operating systems.
- Strong knowledge of Windows and computer network applications.

Supervisory Responsibility:

- Yes

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 kitchen may be required.
- Commuting during the day is required.

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