# SAN DIEGO UNIFIED SCHOOL DISTRICT
## POSITION DESCRIPTION

| TITLE: | Food Services Training Specialist | REPORTS TO: | Director, Food Services |
| DEPARTMENT: | Food Services | CLASSIFICATION: | Classified |
| FLSA: | Exempt | SALARY GRADE: | 048 OTBS |
| REVISED: | January 22, 2019 |

**BASIC FUNCTION:**

Develop, coordinate, and conduct a variety of training programs for all levels of food services staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Develop, coordinate, and conduct training programs for all levels of food services staff, including “train-the-trainer” programs for managers who are responsible for training other employees and job-specific workshops for various food services’ classifications. **E**

Conduct and analyze job performance studies, task analyses, and needs assessments; recommend training and other performance improvement solutions. **E**

Develop, design and/or revise a variety of instructional materials, including reference manuals, handbooks, and job aids. **E**

Design evaluative methods and measure effectiveness of training and materials. **E**

Conduct cost-benefit analysis; compile data and prepare statistical and narrative reports. **E**

Attend and evaluate training sessions conducted in cafeterias on a regular basis. **E**

Maintain a regular, on-going, training schedule to meet department needs. **E**

Maintain files and records. **E**

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a college or university with a major in business administration, public administration, education, or related field and two years of experience in developing and conducting training programs for adults. Institutional food management experience is desired.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
District business procedures, processes, and policies pertinent to assigned area.
Various training methods and adult learning principles.
Research and evaluation methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Use of software applications for data gathering and presentation.
Conduct studies and prepare reports, analyses, and correspondence.
Oral and written communication skills.
Reading and writing English communication skills.

ABILITY TO:
Design and develop training courses based on needs assessment findings.
Analyze training needs and make sound recommendations.
Conduct training sessions based on the principles of adult learning, using effective presentation and facilitation skills.
Operate standard office equipment including computers and related software applications, including Powerpoint.
Communicate effectively orally, in writing, and in group settings.
Prepare clear concise written communication.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with limited direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting and kitchen environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.
DISTINGUISHING CHARACTERISTICS:
A Food Services Training Specialist assists in developing training programs and trains all levels of food services staff in food service operations, technology, procedures, and personnel utilization. This is a specialized position unique to training all levels of food services staff on various job tasks.

An Applications Training Specialist plans, coordinates and conducts a variety of computer applications training programs on a district-wide level and is specific to computer training.

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PH