

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Training Specialist	REPORTS TO:	Assistant Director Food Services
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	048 OTBS
ISSUED:	August 5, 2003		

BASIC FUNCTION:

Develop, coordinate, and conduct a variety of training programs for all levels of food services staff; develop and revise instructional materials, reference guides, and job aids; perform needs assessments.

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

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

Evaluate the effectiveness of training provided. **E**

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

Maintain a regular, on-going, monthly training schedule. **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.
Various training methods and adult learning principles.
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 microcomputers and related software applications, including Powerpoint.
Communicate effectively orally and in writing.
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 little 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.