

**BOISE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**FOOD SERVICE TRAINER**

**Purpose of Class**

Develop and implement training programs for the Food & Nutrition Department; provides technical assistance to employees, develops and monitors in-service training programs. Performs quality assurance assessment and analysis; related work as required to ensure safe and nutritional food production.

**Primary Function**

The principal function of an employee in this class is to develop and/or deliver ongoing training and quality assurance programs, including food production, food safety and sanitation, and standard food service operating procedures at all school sites (elementary, satellite, secondary, and ancillary sites); may assist in evaluating work of food service staff; and preparing required reports for the Boise School District. Work is performed under the general supervision of a Food Service Supervisor, Assistant Supervisor or Area Manager. The principal duties of this class are performed in a food service environment and in an office.

**Essential Duties and Responsibilities (will vary by assignment)**

Designs and develops training materials and presentations;  
Demonstrated experience designing, developing, and implementing training programs;  
Experience presenting training presentations on varied topics, usually related to standard food service operating procedures;  
Maintains records on training attendance;  
Conducts new employee orientations, review District policies such as the Classified Handbook and Respectful Workplace Seminar;  
Complies statistics on food service topics; prepares reports for supervisors and incorporates results into training presentations;  
Operates personal computer and food service job-related software; training related equipment such as projector, laptop computer, etc;  
Performs quality assurance reviews at all school sites;  
Supervises summer school feeding activities;  
Prepares and reviews food production sheets used at elementary, satellite, secondary and ancillary sites;  
Reviews produce orders weekly.

Other Duties and Responsibilities:

- May assume Food Service Manager Elementary/Secondary duties as required which includes the activities of a school food service site, including supervising menus, safe food preparation, and cleaning of food service areas; ordering and inventory of supplies; preparing production sheets and daily food count records; receiving, reconciling, and depositing cash receipts;
- Keep current on food nutrition issues by reading journals, and other sources;
- Perform other related duties as required

Classification Requirements:

Knowledge of:

- Adult learning methods and interactive training techniques;
- Applicable federal, state and local defined standards for food preparation and sanitation;
- Food Service operations and organizing work and schedules to meet defined timelines;
- Basic math and bookkeeping; weights and measures;
- Management and supervisory skills to sustain a safe and professional work environment
- Strong organizational skills, supervisory skills,

**Ability to:**

- Communicate effectively in written and oral form; Develop and deliver training materials and presentations;
- Maintain records and documentations, both computerized and hard copy;
- Operate a personal computer, Microsoft Office programs and Food Service required software;
- Prepare food using commercial food preparation equipment;
- Organize and plan for the safe preparation and delivery of food within defined time limits;
- Ensure safe handling of food, food and supply storage, and proper cleaning of work environment;
- Ability to travel between various school/facility sites.
- Identify and facilitate the solution of operational problems;
- Plan, organize, direct, train and evaluate the work of assigned staff;
- Respond appropriately to personnel issues and student or parent concerns;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

### Acceptable Experience and Training

- High school diploma or GED equivalent with experience in designing and presenting training presentations coursework and experience in adult-learning principles and methods preferred;
- Demonstrated experience developing and delivering training materials and presentations; and
- At least three years food service management experience which includes food production and supervision of staff; preferably with elementary and secondary food production;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Trainer.

### Special Qualifications

- Completion of approved food service courses such as “Serving It Safe” and “Healthy Edge, preferred.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written instructions and regulatory requirements; and to hear sounds within the normal range of conversation;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view food preparation ensuring safe handling and storage; prepare reports as required; verify cash receipts, reconciliation and banking; observe performance of assigned staff;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all food service equipment, a personal computer and cash register; to ensure that food service areas are clean and sanitized; to serve and prepare food;
- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, and work in a food service environment.
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting up to 35 pounds, stooping, kneeling, bending, crouching, pushing, grasping and reaching.