



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Training Assistant I	<b>Last Revised/Approved:</b> <i>January 2019</i>
<b>Job Code:</b> TBD	<b>Reports To:</b> Director I, School Nutrition
<b>Office:</b> Chief Financial Office	<b>Department:</b> School Nutrition

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Non-Exempt	<b>Term of Employment:</b> FT

**Position Summary/Purpose:**

Provides training to School Nutrition staff. Evaluates the level of training needed to meet department objectives, to include kitchen manager duties, food preparation, ordering, inventory, receiving and food safety. Provides training on basic computer skills, payroll entry and specific School Nutrition software. Coordinates the mentor managers (LTE's).

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

1. Organizes, plans and executes training sessions that cover all aspects of the School Nutrition program – food preparation, ordering, inventory control, receiving, food safety and other necessary topics.
2. Supervises the School Kitchen Manager Trainees and ensures they are progressing toward fully-trained and competent Kitchen Managers.
3. Oversees the payroll and assigns staff to specific locations as necessary.
4. Oversees food preparation, serving and operation of equipment.
5. Actively supports the MPS Five Pillars of Success.
6. Completes other duties as assigned.

**Job Requirements:**

***Education Requirements:***

- Position requires a bachelor's degree in business or a related field with relevant food service experience
- Knowledge of safe food preparation and sanitary practices is required
- ***Education and experience may be considered in lieu of a bachelor's degree***

***Experience Requirements:***

- Three to five years of experience as a food service manager for a large entity
- Excellent knowledge of the food purchasing process and the ability to work within a budget

## ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Knowledge of coaching and mentoring techniques.
- Strategic thinking skills and the ability to communicate with all levels of employees.
- Experience training adult learners
- Must be able to operate kitchen equipment in a large, industrial kitchen
- Computer skills with advanced knowledge of MS Office products is required.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- General office environment with basic standing, walking and typing required. Should be able to lift up to 30 pounds.
- Exposure to extreme temperatures on occasion.
- May deal with minor cuts and burns.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

