



Sec 6 Training-Tech Support CN

Purpose Statement

The job of Sec 6 Training-Tech Support CN is done for the purpose/s of managing all aspects of program/department training, all program/department technical support and work orders, maintaining budgets of qualifying schools, invoicing/receipting of the (FFVP), coordinating the (DOD), conducting research of assigned topics, communicating information, and federal and administrative rules and regulations with internal and external parties, and providing information, recommendations, and/or direction as requested by the Child Nutrition Director.

This job reports to Director Child Nutrition

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends department and in-service meetings for the purpose of training, conveying and/or gathering information, recording minutes, and supporting the needs of attendees.

Coordinates the USDA Department of Defense Produce Program (DOD) ordering produce maintaining required invoicing/receipting documentation in compliance with USDA DOD guidelines (USDA DOD produce) for the purpose of ensuring that only U.S. grown items are used and satisfying all other commercially purchased produce needs including participation in the produce Request for Proposal (RFP) process.

Maintains program/department education/training annual Professional Standards electronic and manual files for the purpose of compliance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requirements.

Maintains ServSafe Certification and Food Handler Permit training documentation for the purpose of notifying nutrition staff of expiration dates and ensuring completion of required certifications and permits.

Maintains School Nutrition Association (SNA) training documentation for the purpose of assisting nutrition staff with certification needs.

Maintains social media sites with current and accurate information (e.g. Facebook, Instagram, Pinterest, Twitter, the CNP ITSMealsProvo website, etc.) for the purpose of advocating and positively promoting the District Child Nutrition Program.

Manages the Fresh Fruit and Vegetable Program (FFVP) and maintains budgets of qualifying schools and required invoicing/receipting documentation for the purpose of compliance with USDA requirements.

Manages procurement of guest speakers, presenters, and on-site trainers for the purpose of coordinating schedules and calendars of program activities and purchasing training supplies.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Provides nutrition staff with School Nutrition Association (SNA) Key Area certificates for the purpose of meeting USDA Professional Standards requirements.

Responds appropriately to inquiries from internal and external parties using sound written and/or verbal public relations for the purpose of providing accurate information while maintaining established administrative guidelines and legal requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; type minimum 50 wpm; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.; accounting/bookkeeping principles; concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data; adapting to changing work priorities; working with frequent interruptions; organizing tasks; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

ServSafe Certificate
SNA School Nutrition Association Level 3 Certification

Continuing Educ. / Training

Continuing Education to renew certifications

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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