

Position: Contract Trainer Position

Location: Raleigh County Schools

Reports to: SESC Chief Administrator and Site Coordinator

Salary: Per Raleigh County Scale

Explanation of possible duties:

The successful applicant would be contracted to train new substitute cooks when requested during a (3) day child nutrition clinical hands-on training. Also, the successful applicant would be contracted to mentor new cafeteria managers at school sites when requested. Will work closely with the Child Nutrition Director as needed.

Qualifications:

“**Cook Trainer**” means a person with 15 or more years’ with hands on experience working as a K12 Cafeteria Manager with a experience background on the operation of the food service program in a school setting, including assigning duties to employees, keeping inventories, inspecting areas to maintain high standards of sanitation, preparing financial reports, and keeping records pertinent to food services of a school.” (Pursuant to WV Code §18A-4-8)

This position includes:

1. Must be able to work closely with the county Child Nutrition Director as needed.
2. Must be able to plan and instruct a 4.5-hour hands on class to new substitute cooks on the basic kitchen duties and jobs for three (3) days on elementary and secondary levels as needed. (Food prep, cleaning, and clerical duties)
3. Must be very knowledgeable of County, State, and Federal Child Nutrition guidelines, and policy and procedures stated in the Cook I, II, and III (Cafeteria Manager) job description.
4. Must have past experience as a cafeteria manager to train a new cafeteria manager on the school level when needed during regular workdays. This would include ALL paperwork and clinical requirements needed for this position.
5. Must have shown a high standard of work ethic during your career.
6. Must be flexible in working schedule. May require mid-day to evening shift.
7. Must be computer literate and very knowledgeable of computer programs used in food service.
8. Must have inventory record keeping experience (receipting, withdrawing, counting a physical inventory, etc.).
9. Must be able to report the status of the trainee’s knowledge of duties and job requirements to the Child Nutrition Director, and the principal when needed.
10. Must show leadership qualities.
11. Must be able to take directives on instructions from the Child Nutrition Director and implement.

12. Must show high regard for following directives as they are given by the Child Nutrition Director based on the County, State, and Federal programs.
13. Must be willing to train on new changes in the child nutrition program yearly in order to be up to date on all aspects of cook positions.

Closing Date: July 26, 2021 – or until filled

Send Resume and Application to: Jason Butcher

214 N. Kanawha Street

Beckley, WV 25801

Or via email to: Jlbutcher@wvesc.org

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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