



Job Description

Position Title:	Meal Production Instructor
FLSA Status:	Non-Exempt
Salary Grade:	11
Department:	Community Solutions Center
Location:	Salem Facility
Supervisor:	Director of the Community Solutions Center
Supervises:	None
Revised Date:	5/24/19

Position Purpose:

The Meal Production Instructor will be responsible for all aspects of providing structured training to the Meal Production Students. Responsible for meal production and the building of the CACFP/SCACFP menus. Reports directly to the Director of the Community Solutions Center and is responsible for the Meal Production Job Training Program.

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.

Position Responsibility (Expected Work):
<ol style="list-style-type: none"> 1. As the Meal Production Instructor representing the organization, he/she will demonstrate a professional demeanor in interactions with all FASWVA staff, agencies, program representatives and government officials in providing support and ensuring compliance. <ul style="list-style-type: none"> • Keep informed and consistently practice the policies and procedures of Feeding America Southwest Virginia, Feeding America national office regarding compliance. • Possess knowledge of Feeding America Southwest Virginia and all programs. 2. The Meal Production Instructor reports directly to the Director of the Community Solutions Center and is responsible for the Meal Production Job Training Program. <ul style="list-style-type: none"> • Maintain a clean, sanitary and safe work environment consistent with standards set forth through the AIB guidelines. • Assure all equipment is cleaned and maintained on a regular basis. • Ensure FIFO and proper food rotation and flow of food. 3. Provide oversight and instruction for the Meal Production Job Training Program for at least 4 cohorts per year. <ul style="list-style-type: none"> • Develop and maintain all student records. • Develop and implement the meal production training curriculum for students, including instruction on all modules and will assist the Director in scheduling of guest speakers as appropriate. • Design and maintain a Student Handbook for the job-training program. • Supervise, demonstrate and teach professional culinary techniques, methods and food safety to students, with a focus on each student successfully obtaining a ServSafe Manager certification. • Responsible for monitoring the conduct and behaviors of the students, including the administration of disciplinary actions in accordance with the policies in the Student Handbook. • Create weekly lesson plans based on established curriculum • Provide instruction and supervision to students to ensure an 80% successful completion rate of students. 4. Responsible for daily meal production. <ul style="list-style-type: none"> • Oversight of all food ordering and menu planning completed by the Child Nutrition Coordinator. • Ensure all menus adhere to required guidelines.

Meal Production Instructor, Job Description, page 2

- Prepare and execute recipes according to exact specification to ensure correct quantity and quality of food.
 - Ensure ServSafe and all food safety practices are followed.
5. Responsible for development, implementation and revision of all policies and procedures related to the Job Training program and the Production Kitchen.
 6. Responsible for all documentation related to the Job Training Program and Production Kitchen.
 7. Assure compliance with all State, Federal, FASWVA, USDA, and FANO, AIB and other regulations and audits.
 - Knowledge of all CACFP, SFSP, and other USDA standards for meal preparation and serving, including serving sizes and menu planning.
 8. Maintains and follows effective processes for office communications and administrative procedures.
 - Compile and enter monthly report data for students' progress.
 - Ensure that the reporting information is complete and accurate.
 - Analyzes reports and audits them against distribution to ensure completeness and accuracy.
 - Monitors reporting and takes actions necessary to ensure monthly reports are submitted in a timely manner.
 - Handle complaints, suggestions, and requests keeping supervisor apprised.
 9. The Meal Production Instructor is an integral member of the Feeding America Southwest Virginia team. Close communication and coordination with other departments within Feeding America Southwest Virginia is essential.

Diversity:

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

Other functions:

- Promote inspiration and passion in motivating students in the program.
- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the Director of the Community Solutions Center and the President and CEO.

Interface: Responsible in maintaining positive relationships.

- Maintain positive relationships with Partner Programs and other nonprofit organizations and their representatives.
- Maintain positive relationships with regulatory agencies, individual and corporate vendor contacts.
- Ensure positive relationships with volunteers for a positive volunteer experience.
- Maintain positive relationships with the general public.
- Maintain positive relationships with other departments within Feeding America Southwest Virginia.

Minimum Skills and Qualifications required to capably performing in the position.

Training, Education and Experience:

- Associate's Degree or demonstration and command of classic culinary techniques with at least 2 years' experience as a Meal Production Instructor.
- Demonstrated success in supervising staff.
- Experience teaching classic meal production techniques to individuals with minimal skills is preferred.

Knowledge, Skills and Abilities:

- Ability to use computerized food ordering and planning system and experience with Microsoft applications.
- Expert knowledge of production, sanitation and food cost controls.
- Must be able to compile reports without supervision.
- Ability to work by timetables and complete reports by appropriate dates.
- Must be able to understand instructions and effectively demonstrate quality results.
- Position requires a high-degree of professionalism and trustworthiness.
- Demonstrated ability to work independently and meet deadlines while managing multiple tasks and changing priorities required.
- Strong interpersonal skills and ability to interact with internal and external audiences are required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Excellent organizational skills and required attention to detail.
- Limited occasional evening and weekend work required for special events.

Certifications:

- ServSafe Manager Instructor/Proctor (preferred) or a ServSafe Manager with the ability to obtain Instructor/Proctor within 6 weeks of employment.

Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

Language Skills:

- Must have excellent written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with all staff members.

Mathematical Skills:

- Ability to perform basic math functions.

Technical/Computer Skills:

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position.

Other Skills and Abilities:

- Ability to work with people of diverse backgrounds.
- Must be reliable and dependable.

Licenses and Certificates:

Valid Driver's License and own transportation to work required. Maintain safe driving record in driving company vehicles.

Team Commitment:

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

Flexibility:

Be willing to work overtime and mandatory days set forth by the organization on short-notice. Be willing to work flexible coverage as needed.

Physical Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in a kitchen environment internally monitoring and inspecting food safety. This position requires working in an office environment within the food bank sitting at a desk and in meetings for long periods of time and involves extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Some travel for overnight trainings is required. Routine travel to meetings, functions, and special events is normal which requires driving. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to push, pull, lift, and/or carry objects up to 30 pounds. With heavy equipment and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Conducts work in a fast paced and deadline driven environment.

Work Environment:

Feeding America Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.

I understand the requirements of the job.

Employee: _____ Date: _____
(Please print name) (Employee Signature)

Supervisor: _____ Date: _____
(Please print name) (Supervisor Signature)