

POSITION:

Food Safety Trainer

Application Deadline	Start Date	Wage	Xours Per Week	Must Be Available
	May 4, 2020	\$17.00 / hr.	40	Days Evenings

DEFINITION: The Summer Meals Program has served over one 1 million healthy nutritious meals to children and youth in the District of Columbia. These meals help children throughout the District to get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school.

Overview of Responsibilities:

- Daily implementation and execution of ongoing training classes for Food Safety certification
- Assist in developing and facilitating materials for staff
- Prepare and submit written and/or verbal reports for supervisor
- Present food safety public training courses using the Serv Safe curriculum
- Create/Update and maintain Excel master spreadsheet for Food Safety Managers certification list
- Edit training material content to ensure materials are constantly up to date
- Occasional travel to DPR sites in DC to provide onsite training may be required
- Must be able to identify training needs, developing a plan, and executing necessary training while measuring results
- Must maintain accurate providing weekly reports
- Demonstrate exceptional service standards and a thorough knowledge of Food Safety best practices
- Be a team player willing to perform other tasks at the highest level, as needed to support the overall success of the operation
- Must be able to administer and proctor Serv Safe exams

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

- Must be 21 years of age or older
- Must possess a minimum of a High School Diploma or GED
- Must possess a valid driver's license
- Must possess personal vehicle
- Must possess a valid Food Managers License
- Must be Serv Safe certified to teach Food Safety classes, Administer and proctor exams
- CPR & First Aide Certificate preferred
- Proficient in Microsoft Office and administrative duties (i.e. Typing, data entry, filing)

- Must be competent in Microsoft Excel in order to maintain training master list
- Excellent friendly customer service skills
- Must be willing to work in a flexible environment to accommodate agency training requests
- Ability to operate in a high volume work environment