

FOOD & BEVERAGE WORKER PERMIT INSTRUCTOR

PRECEPTOR I

TITLE CODE: 8019

This job specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

This is a temporary, part time Washington State University Mason County Extension position with a maximum of 20 hours per week without benefits. Ability to continue the position is dependent on continued funding.

ESSENTIAL JOB FUNCTIONS

1. Instructor will provide Washington State Food and Beverage Worker Permit training (hereinafter “training”). The training will meet/exceed practices and procedures set in the Food and Beverage Service Workers Manual or other criteria approved by the WSU Mason County Extension Food Safety & Nutrition Faculty.
2. Prior to conducting the food worker card examination, the instructor will provide at least 60 minutes of instruction, including both audio and visual presentations. The instruction content shall include topics related to safe food preparation, storage and service. At a minimum, topics shall include:
 - a. Personal Hygiene
 - i. Hand washing
 - ii. Avoiding bare hand contact with ready-to-eat foods
 - iii. Personal habits
 - b. Food safety practice: Temperature Control
 - i. Thermometers
 - ii. Cooking and keeping hot foods hot
 - iii. Cooling and keeping cold foods cold
 - c. Food Safety Practice: Prevention of Cross Contamination
 - i. Preventing cross contamination
 - ii. Washing, rinsing, and sanitizing
3. Administer the food worker card examination using the current Washington State and Mason County Department of Health Services (MCDHS) approved text form and regulations.
4. Implement test security provisions which, at a minimum, include keeping all test questions, scoring keys, and other examination data in the direct control of the trainer during the training period and in a secure locked area after the training program has been completed. The instructor shall use the test materials for the sole purpose of administering the food worker tests and shall not release or disclose any test questions, scoring keys or other examination data unless required by the state Public Records Act, ch. 42.17 RCW and ch. 42.56 RCW.
5. Make reasonable test accommodations in accordance with the Americans with Disabilities Act and applicable WSU Extension policy for those requesting such accommodations.

6. Collect all fees in accordance with acceptable WSU Mason County Extension and MCDHS accounting procedures.
7. Ensure that all food worker cards are signed and issued by the local health officer.
8. Gather evaluation/outcome data and civil rights data as directed by WSU Mason Co Food Safety & Nutrition Faculty.
9. Collaboratively work with a team that includes Mason County Health Department to ensure program effectiveness and provide input on Food Worker Card training program.
10. Participate in professional development opportunities and trainings suggested by supervisor.
11. Performs other related duties as assigned.

DISTINGUISHING FEATURES

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.

The position's responsibilities are equally combined with both administrative support and technical knowledge to an educational or outreach program. Incumbents have limited authority in making routine decisions regarding program. Deviations in program are referred to the Washington State University Mason County Food Safety & Nutrition Faculty.

WORKING CONDITIONS

Work is conducted both in an office environment and various field locations throughout the county. Essential tasks require reading, speaking and listening, reaching, bending and basic computer and phone skills. Lifting and carrying of materials, equipment or other items weighing up to 60 lbs. may be required on a frequent basis. Certain tasks may require long periods of standing or sitting. Will be required to provide transportation to travel to various locations around the county and on occasion travel to meetings outside the county. May be required to work evenings and weekends.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- One year experience presenting information in group settings.
- Ability to utilize a personal computer with related software to perform the essential functions of the position.
- Must have a current Washington State driver's license or have requested and obtained an appropriate accommodation.
- Current Washington State Food & Beverage Worker Permit
- Background in food safety, nutrition or food service or related field

DESIRED QUALIFICATIONS

- Certified Food Protection Manager through an American National Standards Institute accredited food safety training program (must obtain upon hire)
- Learner-centered, applies adult learning theory and able to motivate and facilitate behavior change
- Ability to work well with people of diverse socioeconomic/cultural backgrounds.
- Knowledge of general office practices and procedures.
- Accepts and respects supervision.
- Knowledgeable of and uses research/evidence-based information and practices related to retail food safety training
- Ability to maintain specialized records and prepare basic reports
- Basic knowledge of computers, programs and applications, and ability to operate office equipment
- Works to understand the perspectives brought by all individuals
- Is flexible, open and receptive to new ideas and approaches
- Seeks and acts upon feedback from program partners and participants, co-workers and supervisor
- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Asks questions and offers input for positive results
- Works effectively and cooperatively with others; works as part of a team
- Is diplomatic, courteous, and welcoming
- Exercises appropriate confidentiality in all aspects of work
- Understanding of challenges and opportunities for retail food worker training programs.
- Understanding of inventory control techniques and cash management process
- Maintains composure under pressure
- Ability to create and maintain good public relations
- Able to keep on track, completing tasks in a timely manner while balancing needs of participants
- Quick learner with a desire to continue learning and self improvement
- Loyal to mission of organization
- Organizes and manages time efficiently, completes tasks within specified time frame; provides accurate information
- Demonstrates a positive “attitude” to new assignments, change and adversity.
- Maintains a positive outlook; demonstrates confidence; displays interests and enthusiasm towards improving self and the program