



JOB DESCRIPTION

Learning and Development Specialist

Summary

This position is responsible for assisting with creating, developing, implementing, tracking and conducting training and development programs for employees. This position will report to the Learning and Development Manager.

Principal Working Relationships

- Supervisor: Learning and Development Manager
- Others: Maintenance, Safety, Human Resources, Day and Shift Supervisors, Management, Agriculture, Factory personnel and other departments as necessary

Essential Job Duties

- Provide instruction on various platforms to meeting the training needs of MDFC
- Develop unique training programs to fulfill workers specific needs to maintain and improve job skills
- Maintains records of training and development activities, attendance, results, and retraining requirements
- Must attend trainings and/or continuing education required to create, implement, track, and conduct training for MDFC
- Develop and track growth plans of learning and training for individual learners of MDFC
- Develop and track growth plans of learning and training for groups of learners of MDFC
- Facilitate training provided by external vendors
- Create and update Standard Operating Procedures (SOPs) of the manufacturing process and maintenance best practices
- Assists in assessing training and development needs and program effectiveness
- Travel is required <10% of the time
- Willing to work with Learning Management Systems (LMS) to facilitate training
- Other duties as required by the business.
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Experience and Education

- High school diploma or GED required
- At least two years of training experience in a formal and/or informal setting
- At least four years of journey level experience as a Millwright, Welder, or pipefitter

Qualifications

- Formal training in Microsoft Programs preferred
- Experience with computerized maintenance management systems is desired
- Should have good organizational skills
- Should be motivated, willing, enthusiastic, and promotable
- Effective verbal and written communication skills. Should be able to adapt a communication style to suit all stakeholders
- Organized with excellent time management skills

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date