

## POSITION SPECIFICATION

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**POSITION TITLE:** Associate Trainer, Technical

**REPORTING TO:** Manufacturing Excellence Manager

**LOCATION:** St. Albans, VT

**About the role:**

Barry Callebaut is a global organization poised for growth; a company which has embraced the vision to delight its customers, while out-performing its competitors, a business which is committed to sustainability, has innovation in its DNA, is a leader in complex manufacturing and supply chain solutions and is focused on being a best-in-class employer. Barry Callebaut seeks diverse and passionate people who thrive in a dynamic environment, focused on continuous learning, living BC's Values and of course loving chocolate.

The Associate Technical Trainer supports the development, delivery, and maintenance of training programs that build employee capability and improve performance. This role updates and creates training materials, delivers hands on instruction, evaluates training effectiveness, and partners with Management, Cell Structure Teams (CSTs), and Subject Matter Experts (SMEs) to ensure accuracy and alignment with organizational standards and processes. It also evaluates training effectiveness and recommends improvements to strengthen overall workforce capability.

*The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

**Key responsibilities include:**

- Observe all safety, sanitation, GMP and HACCP requirements
- Facilitate training sessions for Standard Work, SOPs, and Work Instructions.
- Provide hands on coaching for new hires and employees transitioning to new positions.
- Support off-shift training needs through scheduled check-ins and meetings.
- Monitor training progress, document completion, and ensure timely trainer/trainee signoffs.
- Maintain SOPs and training content within the Poka system.
- Develop, update, and improve Standard Work documentation.
- Collaborate with CSTs to capture video and photo content for training materials.
- Keep the Training Skills Matrix and OJTs accurate and current for all positions.
- Partner with Trainers and Supervisors to schedule, assign, and track training activities.
- Collaborate with the People & Capability Pillar to prioritize training needs and floor development activities.
- Perform administrative duties such as printing, organizing materials, and tracking completion records.
- Conduct routine check-ins and training audits to verify quality and adherence to standards.
- Ensure training progression is on schedule and meets the needs of each trainee.
- Evaluate trainer effectiveness and provide feedback for improvement.

*We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.*

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- Deliver and coordinate a Train-the-Trainer program to standardize trainer capability.
- Follow and reinforce all Safety, Sanitation, GMP, and HACCP requirements.
- Attend additional internal and external training as assigned.
- Day Shift position but must be able to work a flexible shift to accommodate our 24/7 facility.

### About you:

- Associates Degree in related field, preferred
- Minimum two (2) years' experience as a Trainer - familiar with Training Within Industry (TWI) and using software to develop training skills and documentation, preferred
- Facilitation/presentation skills
- Working experience in a manufacturing environment, preferred
- Must be self-motivated and able to work in a team-oriented environment with an emphasis on total customer satisfaction
- Detail oriented and accurate
- Excellent verbal and written communication skills
- Technical writing Skills
- Ability to prioritize, manage and complete projects with tight deadlines
- Proficient in computer usage, email, MS Office (Word, PowerPoint and Excel, Outlook)
- Ability to lift up to fifty pounds (50)
- Ability to stand for long periods of time on concrete floor
- Ability to sit for long periods of time
- Long periods of computer usage; finger dexterity and hand movement for use of keyboard and mouse, repetitive motion
- Kneel squat, bend, stoop; frequently
- Ability to reach, push, pull; often
- Ability to walk up and down stairs; frequently
- Must be able to work in a variety of weather conditions and temperatures
- Noise level can exceed .85 decibels

### What you can expect from Barry Callebaut:

- Competitive salary and comprehensive benefits package
- 12 paid holidays, generous PTO, plus your birthday off
- Maternity and Paternity Benefits
- Environment that welcomes workplace flexibility
- An atmosphere where diversity is embraced, and inclusivity is second nature. We call it #OneBC! Just ask our champions with the Americas Women's Forum and the Racial Equality Forum!
- Ability to grow personally and professionally within an organization that values development and internal career growth
- Be part of our mission in making sustainability the norm through Forever Chocolate with priorities centered around prospering farmers, zero child labor, carbon and forest positive, and creating 100% sustainable ingredients in all of our products.

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