

Indiana Department of Education Job Description

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| Employee Name: | School Nutrition Specialist | | |
| Agency: | Indiana Department of Education | Business Unit: | 700 |
| Division: | School and Community Nutrition (SCN) | Section/Division: | |
| Job Title: | School Nutrition Specialist | Job Code: | 00IEOP |
| Working Title (if different from above): | | | |
| Reports To: | School Nutrition Programs Coordinator | PCN No. | |
| FLSA Status: | Non Exempt (OT Eligible) <input type="checkbox"/> | Exempt <input checked="" type="checkbox"/> | Effective Date: July 1, 2017 |

Purpose of Position/Summary:

This position provides assistance to School Food Authorities to update sponsor information in the Child Nutrition Programs website (CNPweb) each year. This position also provides support to staff conducting workshops, coordinating the planning, registration, materials, and follow up. This position will also provide support in the office and will be involved in other special projects.

Essential Duties/Responsibilities:

25% Training, policy development and implementation, program assistance, and staff development.

- Influence and help develop program policies and procedures with office staff and SNP Coordinator.
- Utilize extensive knowledge of USDA regulations, state regulations and field operations to interpret and implement changing State, local and federal regulations.
- Provide sponsors with program assistance and consulting services regarding the USDA Child Nutrition Programs. This may include but is not limited to information concerning regulations, policies, instructions and nutrition education for the School Nutrition Programs.
- Provide local and regional training workshops for CNP operators and staff.
- Collaborate with appropriate professionals regarding nutrition education research and resource materials as related to Child Nutrition Programs.

20% Review and approve sponsor summaries in the SNP CNPweb.

- Review and monitor the CNPweb for content accuracy and customer satisfaction. The School Nutrition Specialist will make recommendations to the SNP Coordinator.
- Guide new and returning sponsors through the CNPweb process.
- Contact new and returning sponsors by email or phone to help enter required information in the CNPweb for program approval.

20% Direct contact with sponsors, including Superintendents, Food Service Personnel, Community Organization Staff and other sponsor positions to provide training and technical assistance related to contracts, policies, nutrition, menu planning, and food service operations.

- Provide direct customer service related to sponsor specific problem solving.
- Resolve program implementation issues that cannot be solved at the local level.

15% Participate in special projects that may include but are not limited to:

- Attend IDOE and other organizations workshops and conferences, and provides assistance as requested.
- Review and process new Food Service Director's education and experience.
- Coordinate SNP weekly e-mails.
- Perform other duties as assigned.

10% Coordinate trainings for School Nutrition Programs.

- Coordinate follow-up e-mail to attendees and hosting sites.
- Coordinate necessary feedback to Indiana Department of Education's School Health Lead.

- Review submitted quizzes and send feedback.
- Plan trainings for Indiana school food service based on assessed needs and available resources.
- Set location for training sites, set registration for trainings and post training information on website, step up webinars, create professional standard certificates, and coordinate quarterly internal assessment calls.

10% Office Administration

- Assists in the annual inventory of equipment, responsible for inventorying all equipment not in the possession of an individual employee.
- Acts as the lead for resolving service calls on printers.
- Emergency contact for fire and severe weather.
- Helps purge outdated files when requested by a Program Team Leader.
- Responsible for retrieving and sorting mail.
- Responsible for reviewing and processing print requests.

Job Requirements:

- Bachelor's degree required in a related field including food service management, business administration, public administration, nutrition, and/or dietetics, or five years of professional work experience in food service management and/or government program operations.
- Extensive knowledge of USDA and state rules and regulations.
- Extensive knowledge of all aspects of food service operations.
- Travel (In-State and Out-of-State).
- Training and technology skills.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- A working knowledge of computer software (e.g., word processing, spreadsheets, data base operations, communication functions, and on-line services).
- Strong interpersonal and training skills.
- Excellent time management skills preferred.
- Positive attitude.
- Excellent human relations skills.

Supervisory Responsibilities/Direct Reports:

Needs to be self-motivated and must be able to work independently. No direct reports.

Difficulty of Work:

The School Nutrition Specialist must have a thorough knowledge of nutrition, excellent communication skills, analytical and problem solving skills, and organizational skills. The School Nutrition Specialist must be capable of making independent decisions as problems arise during program operations.

Personal Work Relationships:

The School Nutrition Specialist must possess and employ a variety of personal and interpersonal skills in the discharge of the position's responsibilities. A good working knowledge of all Child Nutrition Programs and a good relationship with persons administering other Child Nutrition Programs is essential. The School Nutrition Specialist communicates with school food service directors, cafeteria managers, and other school food service staff in relation to the essential duties and responsibilities of the position. Communication also occurs with outside organizations with similar goals. This position works within the generally accepted guidelines for a governmental office, adhering to procedural requirements of the Indiana Department of Education as these are interrelated with the guidelines for the operation of USDA Child Nutrition Programs. Good judgment, discretion and individual initiative are necessary for the effective discharge of the position's significant responsibilities.

Physical Effort:

Physical activities typically consist of lifting, squatting, twisting and bending. Light lifting of boxes and equipment when providing presentations and professional development opportunities is a requirement of this position.

Working Conditions:

General office environment – Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. Occasional site visits required as well as out of the office training sessions.