

CLASSIFICATION SPECIFICATION

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| FLSA: | NEXP | Job Code: | ACV35751 |
| Job Class Code: | 280 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 20 |
| Workers Comp Code: | 8810 | | |

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| Job Code Established: | 09/11/86 | Effective Date: | |
| Job Code Revised: | 01/01/94 | Effective Date: | |

JOB CODE SERIES: Education Series

JOB CODE TITLE: EDUCATION CHILD NUTRITION REPRESENTATIVE

HRIS TITLE: EDUC CHILD NUTRN REP

WORK DESCRIPTION: Provides information, technical assistance, and consultant services to sponsors of school and non-school (SFSP CCFP FDCH) nutrition programs to establish and improve school/non-school program or plans; implements, and monitors a program for processing U.S.D.A. donated foods into end products used in nutrition programs.

WORK ACTIVITIES: Examines, analyzes and evaluates data and makes determinations as to eligibility of school districts and other program sponsors for supplementary federal aid, in accordance with established guidelines in law and regulation. Examines records of average daily participation and a number of other factors as basis for allocation of federally donated commodities to the state; determines distribution of food to schools, child care centers, head start programs, institutions, summer camps and nutrition programs for the elderly accordingly. Confers with and advises school district and other program sponsors officials and staffs in procedures, standards and practices required in educational programs financed with federal funding. Examines program and inventory records of a food service operation in a school district and other approved sites to verify compliance with laws and regulations. Confers with school administrators, teachers, school board members, private school representatives and private sponsors, government, and public officials; explains program of state education agency, its rules, regulations, and policies and practices. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, conditions or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems. Compiles and analyzes data, develops and composes a variety of reports on agency activities, functions, trends, conditions or volume of specific occurrences, as mandated or determined by state or federal requirements. Performs related work as required.

WORK CONDITIONS: Travels to local education agencies, government, and private sponsors throughout the state; occasional overnight stays away from home base.

SUPERVISION: Works under general supervision of a first line supervisor and exercises considerable independent judgment within program guidelines. This is a non-supervisory class.

WORK RESULTS/PRODUCTS: Child nutrition program for contract compliance; completed state plan that includes objectives, methods of achieving objectives and evaluation techniques; published newsletter and other communication appraising sponsors of needed information; well informed personnel operating and working in the nutrition programs.

RESPONSIBILITY: For reviewing and processing grant applications submitted by sponsors; for deciding eligibility of applicant; for monitoring of programs to ensure compliance with program rules and regulations.

AUTHORITY: Determines if sponsors are eligible to participate in the nutrition programs; after program review determines if sponsor is in compliance with Federal guidelines; ensure corrective actions; decisions on curriculum organization and methods of the nutrition program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Knowledge of current practices, methods, techniques and equipment used in management of nutrition programs. Knowledge of principles and practices in teaching techniques as they apply to diet and nutrition for children, institutional food service, and operation of equipment. Knowledge of food cost accounting, purchasing, and distribution. Knowledge of the current laws, regulations and administrative policies and procedures relating to child nutrition programs in the work system. Knowledge of methods and techniques of curriculum development and education program planning.

Skill/Ability to: Skill in analyzing and interpreting Federal rules, regulations, data, and reports as they apply to sponsor eligibility, program funding, compliance, and related areas affecting child nutrition programs. Skill in analyzing nutritional problems and reaching sound solutions. Skill in organizing and conducting workshops and training meetings. Skill in oral and written communication techniques.

SPECIAL SELECTION FACTOR: Four years of professional experience in nutrition, dietetics, institutional management, school nutrition or nutritional education programs. A Bachelor's or Master's degree in nutrition, dietetics, institutional management or closely related may substitute for two or three years of the required experience, respectively.