

Class Concept

Employees in this class provide statewide administrative and technical assistance to personnel from institutions and sponsoring organizations applying for or participating in the Child and Adult Care Food Program. Employee provides assistance via consultation and interpretation of the State and Federal regulations governing the particular program. An employee at this level stays abreast in the assigned area of expertise Child and Adult Care Food Program, nutrition education, procurement, changes in rules, regulations, and policies and performs other administrative duties as assigned by the team leader and Unit Supervisor. These positions analyze the nutritional integrity of meals, ascertain if an institution or sponsor is financially viable and administratively accountable, and assess compliance with program regulations through the monitoring process. Focus of these positions is to provide training, consultation and solutions to problems through technical assistance.

Recruitment Standards

Knowledge, Skills, and Abilities

- General knowledge of the trends and developments in food economics, child nutrition, and education. Knowledge of State and Federal laws, rules, and regulations pertaining to the specific child nutrition program area.
- Knowledge of basic nutrition for children and adults.
- Knowledge of the basic policies and objectives of the division.
- Knowledge of administrative techniques and procedures.
- Ability to communicate effectively in oral and/or written manner.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience

Bachelor's degree in foods and nutrition, institutional management, or a related area from an appropriately accredited institution and three years of experience in a related field of work; or an equivalent combination of education and experience.