

Position Description

Part I.

1. Agency Name Kansas State Department of Education	2. Position # K0041506	3. Current Classification Job Title School Food Service Consultant	Risk Category <input checked="" type="checkbox"/> High Risk <input type="checkbox"/> Medium Risk <input type="checkbox"/> Low Risk
		4. <input checked="" type="checkbox"/> X classified <input type="checkbox"/> unclassified	
5. Division Fiscal & Administrative Services		6. Proposed Job Title (if reallocation)	
7. Team Child Nutrition & Wellness		8. Date Position Description Updated 5/1/2013	
9. Name of Incumbent		To be completed by HR	10. Approved Classification
11. Work Station Location City: Field Based County: Shawnee			12. Reallocation Effective Date
13. <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> %			14. Classified Pay Grade
			15. FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
18. Regular hours of work Monday through Friday – Hours to be determined			16. Approved By
		17. Additional notes:	

Part II.

19. Describe the purpose of this position. Why does it exist?
 The school food service consultant is responsible for completing Federally required oversight for local sponsors of U.S. Department of Agriculture (USDA) Child Nutrition Programs (CNP) in an assigned region of Kansas. This is accomplished by conducting supervisory reviews which are briefly discussed in the description of the work for this position. The incumbent also provides consultative services, technical assistance and training to CNP management personnel in the assigned region. The consultant's work helps to assure that local CNPs operate with integrity while providing high quality nutrition programs for Kansas children.

The CNPs include the National School Lunch Program, School Breakfast Program, After School Snack Program, Special Milk Program, Fresh Fruit and Vegetable Program and the Summer Food Service Program. Local CNP sponsors include public school districts, private schools, residential child care institutions and nonprofit organizations.

20. Who supervises this position?

Incumbent	Title	Position #
Kelly Chanay	Public Service Executive IV, Sr. Child Nutrition Consultant	K0222546

21. a) How much latitude is allowed employees in completing the work? b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made? d) Who reviews the work, how often, and what is the level of Review?

- The employee is free to develop his/her own sequences and methods within the scope of established policies.
- The materials provided are Federal and State laws, regulations, policy memos, instructions, administrative handbooks and forms.
- The employee receives a general outline of the work to be performed. However, because of the complexity of the work, detailed guidance is also provided for some assignments.
- The supervisor periodically checks work progress for quality and conformance to established policies and requirements. The level of review may be in-depth or brief, depending upon the assignment and the employee's past performance.

22. Check the statement that best describes the leadership, supervisory, or management responsibilities of this position.

☒ None

- ☐ Lead worker: Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.
- ☐ Supervisor: Assigns, directs, reviews, and evaluates the job performance; has significant input into decisions related to hires, transfers, promotions, demotions, dismissals, and discipline of employees under his or her supervision. The majority of the work is different from that of subordinates.
- ☐ Manager: Integrates and coordinates the activities of several organizational functions or programs and initiates changes through subordinate supervisors or integrates and coordinates the activities of one or more programs having Department wide impact.

23. Positions supervised directly by this position.

Incumbent	Title	Position #
None		

24. What hazards, risks, or discomforts exist on the job or in the work environment? Frequency of exposure?

- Frequently travels by car
- Periodically lifts items that are over 15 pounds

25. Number Each Task and Indicate Percent of Time an Incumbent Spends or Would Spend Performing each Task.	Describe the work of this position using this page. Duties may be continued on the next page if more space is needed. Use the following format for describing duties: What is the action being done (use an action verb)? To whom or what is the action directed (object of the action)? Why is the action being done? How is the action being done?
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Essential Functions ADA Codes	% Of time	ADA Coding A: Essential function, position exists to perform the function. B: Essential function, number of employees available to perform this function is limited. C: Essential function, requires specialized expertise to perform this function. D: Non-essential function
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Performance expectations will be established at the beginning of each performance review period that includes, at a minimum, the following categories: **dependability, agency values, job proficiency, communication, customer service, initiative, and teamwork.**

ABC	40%	<p>Supervisory Oversight and Consultative Services – The consultant is responsible for evaluating local CNP sponsors to determine whether all regulatory requirements are being met in order to: (1) provide quality nutrition programs for children, and (2) to justify the payment of Federal and State reimbursement for meals served to eligible children.</p> <p>The main tool used for these evaluations is the supervisory review. During the review process, the consultant will:</p> <ul style="list-style-type: none"> ▪ Provide consultative services and/or technical assistance based on prior audits or reviews and requests from local CNP administrators. ▪ Evaluate regulatory compliance and program quality in regard to CNP administration and food service operations. ▪ Analyze findings and determine appropriate follow-up action for the CNP sponsor. ▪ Conduct a review exit conference with local CNP management to discuss review findings, commendations, required corrective action and suggestions for program improvement. ▪ Prepare a written report that documents the review results for the CNP program sponsor and KSDE's records. ▪ Monitor review follow-up activities to ensure that the local CNP sponsor properly implements corrective action and provide further oversight and assistance as needed. ▪ In collaboration with the team director and KSDE's School Finance personnel, take action to withhold reimbursement payments if corrective action is not completed in a satisfactory or timely manner. <p>The consultant will complete three types of supervisory reviews in an assigned region of Kansas:</p> <p><u>Administrative Review</u> (completed in 35% or more of sponsors annually) – This is a USDA required review focused on accountability and integrity as well as nutritional quality of the school nutrition programs as determined by a detailed analysis of a week's menus completed using CNP-specific software.</p> <p><u>Supervisory Technical Assistance Review (STAR)</u> (completed in 35 or more of sponsors annually) – This is a KSDE review focused on overall school nutrition program management in the areas listed below.</p> <p><u>Summer Food Service Program (SFSP)</u> (completed in one-third or more of SFSP sponsors annually) – This is a USDA required review with a focus on overall management of the summer nutrition program.</p> <p>During supervisory reviews, the consultant will evaluate the following program areas:</p> <ul style="list-style-type: none"> ▪ Compliance with Federal and State program regulations and policies governing the CNP ▪ Certification and verification of eligibility for reduced price and free CNP benefits ▪ Civil rights compliance and confidentiality of student eligibility information ▪ Financial management and business practices ▪ Meal payment procedures and point-of-service meal accountability systems ▪ Purchasing procedures ▪ Storage of food and supplies ▪ Adequacy and quality of menus, standardized recipes and food production records ▪ Nutritional quality as measured against the Dietary Guidelines for Americans and additional nutrient standards established for the CNPs ▪ Use of facilities and equipment ▪ Food safety and sanitation including implementation of an approved Hazard Analysis and Critical Control Points (HACCP) plan ▪ Labor utilization and time management ▪ Preparation of records, reimbursement claims and reports ▪ Parent and student involvement in the nutrition program ▪ Nutrition education ▪ School wellness policy implementation to improve nutrition standards, nutrition education and physical activity ▪ Staff development and training efforts
ABC	20%	<p>Training and Technical Assistance –</p> <p>Annually, the consultant will plan, facilitate and present the following training:</p> <ul style="list-style-type: none"> ▪ <u>Leadership Connections</u> meetings for school food service directors and administrators – Two to four meetings will be held each fall and spring. ▪ <u>Menu Planning and Production Records</u> classes for school food service directors and managers – One to three classes will be held throughout the year. ▪ <u>Orientation</u> classes for new directors and managers – One to two classes will be held throughout the year. ▪ <u>Administrative Workshops</u> for school superintendents, business officials and food service directors – Two to four workshops will be held each summer. ▪ <u>Summer Food Service Program Training</u> for program administrators – One class will be held in the spring. <p>Annually, the consultant will:</p> <ul style="list-style-type: none"> ▪ Host a regional week-long Child Nutrition Management Academy (CNMA) which offers classes for 100-150 participants. ▪ Present CNMA training classes as assigned. ▪ Plan regional training schedules and coordinate local arrangements.

		<ul style="list-style-type: none"> Collaborate with team members to develop training class content and provide input on class material developed by others. -Daily, the consultant will initiate or respond to communications from local sponsors and provide consultative services and/or technical assistance as needed. -Upon request from local program sponsors or organizations, the consultant will provide customized in-service training or presentations. -As needed, the consultant will investigate and work to resolve concerns expressed by the public or government officials regarding local operation of the CNPs.
ABC	20%	Administrative Responsibilities – The consultant will: <ul style="list-style-type: none"> Actively participate in monthly School Nutrition sub-team meetings and bi-monthly Child Nutrition & Wellness full-team meetings and/or conference calls. Prepare administrative reports (review logs, weekly work progress reports, meeting attendance reports, travel expense reports, etc.) Annually review and approve program renewal documents for sponsors in assigned region. Prepare and update CNP guidance for sponsors based upon USDA regulations and policies. Provide on-the-job training and mentoring to less experienced peers. Maintain an organized office space.
ABC	15%	Specialized Expertise/Processes/Projects – The consultant will be assigned: <p>(1) one or more areas in which to develop/maintain specialized expertise (such as, federal review procedures, computerized nutrient analysis, procurement, financial management, special dietary needs, civil rights, etc.) and</p> <p>(2) one or more specialized process/project (such as, Assistance Network, Breakfast Program Waiver Requests, Food Service Management Company contract procurement and administration, Training development, etc.)</p> <p>For these area(s) of responsibility, the consultant will complete the following:</p> <ul style="list-style-type: none"> Research and review relevant laws, regulations, policies and other information to assure that knowledge is current and complete. Maintain information in an electronic format that can be easily shared with others. Serve as an expert source when questions arise or guidance is needed by other staff members or local program sponsors. Coordinate implementation of specialized processes/projects in a timely and efficient manner. Develop or update specialized forms, policies and procedures. Design and conduct specialized technical assistance and training.
D	5%	Professional Growth and Continuing Education – The consultant will: <ul style="list-style-type: none"> Participate in all required training provided by USDA and KSDE. Develop and implement plans for ongoing professional growth and continuing education. Activities include training provided by KSDE, USDA and professional organizations (e.g. national School Nutrition Association, American Dietetic Association, Kansas School Nutrition Association, Kansas Dietetic Association, etc.).

Part III.

26. State Required Minimum Qualifications <ul style="list-style-type: none"> A bachelor's degree with major course work in dietetics, institutional management, home economics education, early childhood education or childcare administration for childcare consultants or a related field and at least one year of professional-level work experience as either a food service director/manager/supervisor or dietitian, or in a similar consultative position with a government or educational agency. Education may be substituted for experience as determined relevant by the agency. 	
27. Preferred Skills and/or Qualifications <ul style="list-style-type: none"> Credentials of registered dietitian (RD) and licensed dietitian (LD) are preferred. Abilities and skills are needed to analyze complex data and situations, make decisions, solve problems, speak and write clearly and concisely, communicate effectively with individuals and groups, develop and make presentations, plan and organize work assignments, set and prioritize goals, practice efficient self-management techniques, work effectively in a team environment and with all levels of employees in an organization, build positive working relationships, and use Microsoft Office Suite and similar software. 	
28. Preferred Experience <ul style="list-style-type: none"> Work experience with child care facilities and/or nonprofit agencies. 	
29. Necessary Special Qualifications, Licenses, Certifications, and/or Registrations None	

Signature of Employee

Date

Signature of Human Resources Official

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date