

Job Announcement: Education Program Specialist

The Ohio Department of Education, Office for Child Nutrition, is seeking an 3 Education Program Specialists to provide customer focused technical assistance and support in the implementation of federal child nutrition programs.

Major Responsibilities & Duties:

Acts on behalf of the Office for Child Nutrition by independently providing specialized program assistance & guidance to monitor Child Nutrition Programs [i.e., National School Lunch Programs (NSLP) and all affiliated sub-programs: Child & Adult Care Food Programs (CACFP); Summer Food Services Programs (SFSP), Commodities and Commodity Food Programs] throughout assigned areas within the state:

- Interprets state and federal regulations accurately in order to approve or disapprove agreements and applications;
- Monitors and approves program sponsors administrative budgets;
- Conducts onsite reviews of sponsors to ensure compliance with state and federal regulations;
- Evaluates food products, meal quality, compliance with nutritional requirements, and maintenance of records;
- Makes appropriate recommendations based on findings;
- Assists, reviews, and monitors sponsor claims submissions;
- Provides customer focused technical assistance to maximize program usage in schools, daycare homes, daycare centers, food service operations, non-profit organizations, and other entities;
- Plans and develops tools, training materials and conducts program trainings;
- Accesses and utilizes web-based software to monitor and manage customer accounts.

Performs other related Child Nutrition duties as assigned:

- Conducts research;
- Writes reports;
- Consults with federal, state, and local agencies responsible for licensing and certification;
- Assists with special projects (e.g., grants management, event planning, develops presentations).

Minimum Qualifications:

Completion of a graduate core program in a specific or related content area, educational program or service (i.e., social sciences, dietetics, business administration, food & nutrition, public health administration, nutrition science, food service management, family & consumer science, communications, criminal justice, political science, psychology, early childhood education, quality control); and 3 years of experience in any combination of the following:

- Experience in a food related industry or educational food service setting working in one of the following capacities (i.e., food service administration, dietician, investigation/inspection, monitoring, auditing, financial management, quality control, food safety, public health).
- Experience managing business best practices and initiatives to ensure compliance in a community setting (i.e., non-profit, faith based, and/or social services organizations) in one of the following capacities (i.e., food service administration, childcare administration, dietician, investigation/inspection, monitoring, auditing, financial management, quality control, food safety, public health).

OR Completion of an undergraduate core program in a specific or related content area, educational program or service (i.e., social sciences, dietetics, business administration, food & nutrition, public health administration, nutrition science, food service management, family & consumer science, communications, criminal justice, political science, psychology, early childhood education, quality control); and 4 years of experience in any combination of the following:

- Experience in a food related industry or educational food service setting working in one of the following capacities (i.e., food service administration, dietician, investigation/inspection, monitoring, auditing, financial management, quality control, food safety, public health).
- Experience managing business best practices and initiatives to ensure compliance in a community setting (i.e., non-profit, faith based, and/or social services organizations) in one of the following capacities (i.e., food service administration, childcare administration, dietician, investigation/inspection, monitoring, auditing, financial management, quality control, food safety, public health).

OR 6 years of experience in any combination of the following:

- Experience in a food related industry or educational food service setting working in one of the following capacities (i.e., food service administration, dietician, investigation/inspection, monitoring, auditing, financial management, quality control, food safety, public health).
- Experience managing business best practices and initiatives to ensure compliance in a community setting (i.e., non-profit, faith based, and/or social services organizations) in one of the following capacities (i.e., food service administration, childcare administration; dietician, investigation/inspection, monitoring, auditing, financial management, quality control, food safety, public health).

Additional Information:

- Starting compensation for this position is non-negotiable at \$26.30 hourly/\$54,704 annually with the opportunity to advance in pay after 6 months.
- This position is located in Columbus, Ohio but requires a minimum of 30% out of office travel to sites throughout State of Ohio, which may require overnight accommodations. (Must be willing & able to secure a valid driver's license OR supply your own transportation).

All qualified candidates should apply at www.careers.ohio.gov no later than **July 19, 2017**.

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.