



# Coordinator, Child Nutrition Programs - Summer Food Service and Child & Adult Care Food Programs

Non-Classified Classification

## SPECIAL NOTIFICATION

This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

## RECRUITMENT INFORMATION

**Open for Recruitment:** January 10, 2018 - January 24, 2018

**Announcement #:** NONCLS004997

**Salary:** \$28.94 per hr. (\$60,195 yearly) [-Plus Competitive Benefits!](#)

**Agency:** [Idaho State Department of Education](#) (Office of the Superintendent of Public Instruction)

**Location(s):** Boise

*The State Department of Education (SDE) is seeking a Coordinator for Summer Food Service and Child & Adult Care Food Programs in the Child Nutrition Programs (CNP) department.*

## GENERAL DESCRIPTION

The Coordinator, Summer Food Service Program (SFSP) and Child and Adult Care Food Program (CACFP) in the State Department of Education, performs work in the SFSP and CACFP exercising independent judgment, initiative, and leadership. In meeting the legal responsibilities and goals of the agency, the Coordinator is in a position to exercise influence on financing, administration, and management of the SFSP and CACFP. The Coordinator may be called upon to assist in problem solving in legal, financial, and administrative issues relating to the operation of SFSP and CACFP.

The Child Nutrition Program Coordinator is responsible for providing leadership in promoting, expanding, and maintaining programs; will cooperate in other program areas to maximize staff participation and provide competent coverage of all programs at all times; will participate in the development and implementation of the State plans for program and financial

management, and coordinate activities to ensure compliance with Federal regulations by participating schools, institutions, and other sponsors. The incumbent is responsible for representing the department in a professional capacity.

This position requires the ability to travel approximately 30% of the time throughout the state for training and monitoring of sponsors, as well as nationally 2 – 3 times per year for conferences. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

## **RESPONSIBILITIES**

- Coordinate and conduct comprehensive reviews of Summer Food Service Programs including, Public and Private Schools, and community and faith-based non-profit organizations.
- Conduct comprehensive reviews of CACFP programs including, child care centers, Head Start programs, family day care home sponsoring agencies, “At Risk” Meal programs, Outside School Hours care centers, and homeless shelters.
- Research, interpret, and disseminate federal regulations and instructions pertinent to Child Nutrition Programs.
- Work with Regional Consultants on SFSP site reviews.
- Monitor program publications including SFSP and CACFP program manuals.
- Assess training needs of sponsors and plan, coordinate, and conduct all annual mandatory trainings in SFSP and assist with trainings in CACFP.
- Review and approve annually agreements for new and continuing programs.
- Represent the Idaho State Department of Education on commissions, task forces, committees and study groups.
- Write and submit a Management and Administration Plan to bring funds to the State of Idaho for the SFSP.
- Oversight of program SFSP budget in accordance with federal regulations in SFSP.
- Ability to travel throughout the state for training and monitoring of sponsors.
- Attend regional and national USDA meetings out of state 2 - 3 times per year.
- Provide technical assistance to sponsors with federal regulations and required reports.
- Carry out assignments as requested by higher level administration and USDA.

## **QUALIFICATIONS**

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university in food service administration, nutrition, or a related field.

- Experience in planning, conducting, and presenting nutrition and food service administration training sessions or classes desirable.
- Knowledge of and ability to interpret state and federal laws and regulations that relate to Child Nutrition Programs.
- Ability to communicate both orally and in writing with a variety of public entities, expertise in human relations skills, and ability to assume leadership role in the area of Child Nutrition Programs.

### Desired Qualifications

- Additional consideration will be given for master's degree.

### Travel Required

- This position requires approximately 30% travel time throughout the state for training and monitoring of sponsors, as well as attending regional and national USDA meetings out of state 2 - 3 times per year.

### TO APPLY

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found at [Child Nutrition Program Coordinator job posting](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your employment application). Without this information, your name cannot be referred for consideration.

The exam for this position is to submit a letter of interest and customized resume or curriculum vitae. The letter of interest and resume should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

## **TIMEFRAMES**

The State Department of Education seeks to fill this position as soon as possible following the closing date. Interview dates have not been determined at this time. Those applicants not selected will be notified.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

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### **For Questions Contact**

Human Resources & Employment Department  
Idaho State Department of Education  
650 W State Street, Boise, ID 83702  
208 332 6800 | [www.sde.idaho.gov](http://www.sde.idaho.gov)  
[hr@sde.idaho.gov](mailto:hr@sde.idaho.gov)

**Thank you for your interest in employment with the State Department of Education!**