Definition of Class
This is a non-supervisory position in which the incumbent serves as a support specialist to the National Food Service Management Institute (NFSMI) customers and clients needing information regarding implementation of the Dietary Guidelines for Americans and use of computers for nutrient analysis of menus. The incumbent frequently exercises discretion and independent judgment when responding to inquiries regarding implementation of menus, Healthy School Meals Initiative and the TEAM Nutrition Training Plan, and other related programs on child nutrition. The incumbent maintains a resource database; records inquiries and responses; assists in marketing the Help Service, and assesses menus for nutritive value. Incumbent is under direct supervision of the School Meals Specialist - LEAD.

Examples of Work Performed
Responds to client/customer inquiries and needs: determines type of information needed; responds to inquiries, either by telephone or in writing; provides timely and accurate answers to questions regarding implementation of NuMenus, other parts of Healthy School Meals Initiative, and the TEAM Nutrition Training Plan.

Maintains data on inquiries received and responses delivered; records and codes caller, type of inquiry, and status of response; generates report from data collected.

Designs and implements plans to market the Help Service: works with media specialist to design and format promotional pieces for distribution.

Maintains a resource database: researches, identifies, and records available resources for response to inquiries; coordinates data entry of new resources and updates existing database.

Assesses menus for nutritive values: enters menus on computer database with information to include, recipes, ingredients, food product, nutritive values, serving number; adjust menus in order to meet requirements of nutrient standard menu planning; produce nutritive analysis reports for client/customer use.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Provides timely and accurate answers to questions regarding implementation of NuMenus, other parts of Healthy School Meals Initiative, and the TEAM Nutrition Training Plan.
2. Records, tracks, and reports on inquiries received and responses delivered.
3. Designs and implements plans to market the Help Service.
4. Maintains a resource database.
5. Assesses menus for nutritive values.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle or feel objects. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

Education:
A Bachelor’s degree with an emphasis on foods, nutrition, or food service management or in related field from an accredited college or university.

AND

Experience:
Two (2) years experience in a food service operation or related to the above-described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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