**Definition of Class**
The incumbent to this position functions as a field representative for the National Food Service Management Institute and related Help Desk services. The incumbent conducts site visits and provides technical assistance to Child Nutrition Professionals. Incumbent frequently makes decisions by exercising discretion and independent judgment and is under direct supervision of the School Meals Specialist - LEAD.

**Examples of Work Performed**
Provides technical assistance to Child Nutrition Professionals during site visits.

Prepares and delivers relevant presentations to Child Nutrition Professionals.

Processes questions and disseminates timely information related to implementation of the Dietary Guidelines for Americans and Healthy School Meals Initiative.

Assists in development, implementation, and revision of evaluation procedures related to Help Desk services.

Coordinates departmental employee orientation program.

Conducts staff training on use of nutrient analysis software.

Meets with Child Nutrition Professionals and identifies opportunities related to Help Desk services.

Assists in development of a marketing plan to promote Help Desk services.

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. Serves as traveling consultant for the National Food Service Management Institute and related Help Desk services.

2. Assists in evaluation activities regarding services provided by the Help Desk.

3. Provides timely and accurate information related to the Dietary Guidelines for Americans and Healthy School Meals Initiative.

4. Organizes and facilitates departmental orientation and training programs.
5. Assists in development and implementation of a marketing plan for Help Desk services.

**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 and occasionally exert force equivalent to lifting up to approximately 40 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; stoop, kneel, crouch or crawl; climb or balance; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**

A Bachelor’s degree in related field from an accredited college or university.

AND

**Experience:**

Five (5) years experience related to the above described duties.

**Certification/Licensure:**

Must be a Registered Dietitian.

OR

**Education:**

A Bachelor’s degree in related field from an accredited college or university.

AND

**Experience:**

Five (5) years experience directly related to the management of a child nutrition program.

**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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