

Area Field Representative, Food and Nutrition Services

*This position opens on **October 12, 2021** and closes **October 24, 2021**.*

DESCRIPTION

Under direction from the Director of the Food and Nutrition Service, the Area Field Representative is responsible for food service operations in an assigned geographical area. This position plans and coordinates these operations to assure nutritionally, educationally, and financially sound school food and nutrition service programs.

ESSENTIAL POSITION RESPONSIBILITIES

- Participates and assists in the daily operations of the Office of School Construction including supervising certain department staff and assisting with project manager assignments.
- Instructs managers and cafeteria staff in all aspects of the food and nutrition service program.
- Determines compliance with the federal food program requirements, with free and reduced-price meal procedures and with civil rights regulations.
- Interprets and implements policies and procedures for countywide operation of school food and nutrition service.
- Conducts reviews and makes reports.
- Plans and conducts training programs.
- Plans and evaluates menus for use in all programs.
- Screens and processes food orders.
- Oversees inventory control.
- Plans and oversees catering events.
- Evaluates cafeteria and satellite managers' performance.
- Maintains liaison with principals.
- Responds to inquiries from community, staff, and student groups.
- Analyzes menus for nutrient content.
- Prepares and reviews work schedules.
- Evaluates and makes recommendations for the selection of foods.
- Plans promotional activities around school menus.
- Participates in promotion interviews.
- Advises and maintains control of equipment maintenance and repairs.
- Completion of the Maryland Certificate for the "Applied Food Service Sanitation Management" course within six (6) months of appointment.
- Availability to work evenings and/or weekends for catering events.
- Ability to provide his/her own transportation for off-site meetings and events.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.		
Bachelor's degree or higher from an accredited college or university in food and nutrition, dietetics, institutional food service management, or a related field with appropriate courses in dietetics, nutrition, food service management, and business.	AND	Three (3) years of supervisory experience in a large food service operation.
Associate degree from an accredited college or university in food and nutrition, dietetics, institutional food service management, or related field with appropriate courses in dietetics, nutrition, food service management, and business.	AND	Five (5) years of supervisory experience in a large food service operation.
High school diploma (or equivalent).	AND	Ten (10) years of supervisory experience in a large food service operation.

PREFERRED QUALIFICATIONS

- One (1) year of experience in school food service supervision.
- Registered Dietitian with the American Dietitian Association.
- Proficiency with the Nutritionist N or Nutri-Kids software program for nutrient analysis of menus.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Non-Certificated Supervisory employee unit. The current salary range for this position is \$70,000 - \$101,977. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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Equal Opportunity Employer

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