

GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Nutrition Program Assistant

LOCATION: School Lunch- St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: February 6, 2018

Starting Salary: \$33,465 **GRADE:** EC-23 **STEP:** 0

Union: Support Staff Unit – (AFT)

GENERAL STATEMENT OF DUTIES

This work is located at the school lunch office. It involves the preparation of reports, training, supervision and the overall management of food service activities in schools within the district. An employee in this class works under the supervision of the District Director of the School Lunch Program. The individual must be familiar with the federal requirements associated with the operation of School Lunch and Breakfast Programs.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Checks with the various schools verifying all reports are being prepared. Maintains, submits, and prepares other additional reports;
- Reviews weekly, the daily tally sheets submitted to the District office to determine problem schools and areas;
- Visits the schools, making spot checks of inventory based on balance on hand reports;
- Visits schools review Food Buying Guide for proper computation by school personnel;
- Makes suggestions for the preparation of meals that would be more palatable based on the age group of children;
- Works with school personnel occasionally on new recipes;
- Checks and makes sure schools keep federal and local commodities separated;

DUTIES AND RESPONSIBILITIES con't

- Provides the maintenance section information regarding equipment to be repaired;
- Reviews formation at least once monthly or bi-monthly with Director making suggestions for areas of improvement;

- Conducts school reviews and provides training sessions to correct any deficiencies found;
- Substitutes for kitchen managers and/or Cook-in-Charge when required;
- Instructs and trains school food service personnel in the proper performance of their duties;
- Performs additional, but related duties which may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the general theory and principles of budgeting, general procurement and supply personnel administration, and decision making in public administration;
- Ability to interpret and understand complex procedural and general administrative legislation, rules and policies and apply them to a wide variety of problems for recommending courses of action;
- Ability to assist in the formulation and execution of agency policies and programs;
- Ability to participate in the planning and administration of a complex agency program;
- Ability to prepare comprehensive activity reports of agency functions;
- Ability to assign work and to supervise staff of clerical and supervisory personnel;
- Ability to work with a variety of business computer software.

EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Business Administration, Home Economics, Dietetics and Nutrition, or a related field is required.
- Two (2) year's experience in food service preferred.

Interested persons should apply by visiting our website at www.vide.vi and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate
