

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

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.stx@vide.vi

Deadline for applying: June 15, 2018

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

Union: American Federation of Teachers- Support Staff

DESCRIPTION

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 the daily tally sheets submitted to the District office weekly in order to determine problem schools and areas;
- Visits the schools, making spot checks of inventory based on in-stock supply reports;
- Visits schools to 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;
- Ensures that schools keep federal and local commodities separated;
- Provides maintenance officials with information regarding equipment to be repaired;
- Reviews information at least once or twice 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 Head Cook when required;
- Instructs and trains school food service personnel in the proper performance of their duties;
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the general theory and principles of budgeting, general supply and procurement 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, planning and execution complex agency policies and programs;
- Ability to prepare comprehensive activity reports of agency functions;
- Ability to assign work and to supervise staff of clerical 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; **AND**;
- Minimum Two (2) years' experience in school food service.

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

Send your complete application package to careers.stx@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
