



## Open Position Opportunity

**POSITION:** Program Specialist  
Office of School Nutrition  
Position #1176

**ANNUAL SALARY RANGE:** \$56,981 - \$68,377 plus benefits.

**APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to [careers@cde.state.co.us](mailto:careers@cde.state.co.us) with the Position# and Title in the subject line.

To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>

All materials submitted should be current and specifically address the qualifications for this position.

**Hard copies of application materials and application materials sent via mail or fax will not be accepted.**

- CONDITIONS OF EMPLOYMENT:**
- All offers of employment are conditional to a successful background and references check.
  - Please be advised that the CDE may choose to contact work references other than those listed on your application.
  - Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
  - Position is exempt from overtime and may require work outside of normal office hours.
  - Selected applicant is an employee At-Will.
  - Direct deposit of paychecks is required.
  - Smoking is allowed only in designated areas outside the State Office Building or any other CDE office facility.
  - Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
  - As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director; Colorado Department of Education; 201 E. Colfax Ave. #201; Denver, CO 80203.

**Broad Scope of Position:**

Assist in the administration of Child Nutrition Programs through overseeing provisional programs, meal counting & claiming, unpaid meal charge policies, assisting with resource management, and providing technical assistance, monitoring and training.

**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university.
- Proficient in Excel and other Microsoft Office Programs.
- Excellent customer skills and attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Ability to make successful presentations and trainings at workshops, conferences, and other meetings.
- Ability and willingness to travel extensively, as determined by job responsibilities and requirements, primarily within Colorado.
- The ability to pass a background check.

**Preferred:**

- Work experience in institutional food service.
- Work experience in federal child nutrition programs.
- Experience in school nutrition, specifically in meal counting and claiming, provisional programs, and financial management.
- Experience in client assistance, problem solving, and conflict resolution.

**Major Duties and Responsibilities:**

- A. Professional work in the administration of various federal, state, and other food and nutrition programs and any initiatives related to these programs. Programs include, but are not limited to: School Breakfast Program, National School Lunch Program, Afterschool Care Snack Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Special Milk Program, and Provisional Programs.
- B. Provide technical assistance and conduct on-site monitoring and pre-approval visits to both new and existing sponsoring organizations, Charter School Food Authorities and other School Food Authorities (SFAs). Monitor sponsors, Charter School Food Authorities, and other SFAs for compliance with federal and state rules and regulations. Interpret federal and state rules, regulations, instructions, and guidance. Provide training and problem solving techniques through technical assistance reviews to sponsoring organizations, Charter SFAs and other SFAs.
- C. Review, recommend, and implement efficient, effective, streamlined, and timely processes for the department and sponsoring organizations, Charter SFAs, and other SFAs in relation to federal, state, and other food and nutrition programs. Collaborate with other units and grant program managers within the department to ensure cross-departmental efficiencies and minimize impacts to sponsoring organizations, Charter SFAs, and other SFAs. Collaboration could include other state agencies.
- D. Monitor and provide analyses to the Office of School Nutrition Management Team of possible legislative and external impacts related to federal, state, and other food and nutrition programs. Assist in the implementation and development of rules for new or revised legislation.
- E. Understand, interpret, and monitor compliance with federal, state, and local procurement regulations in federal, state, or other food and nutrition programs and initiatives. This includes proper procurement of Food Service Management Companies (FSMC).
- F. Provide support to specific food and nutrition programs and related initiatives as assigned by the immediate supervisor.
- G. Develop and conduct training and presentations at district, state, and regional conferences and meetings.
- H. Other duties as assigned.