State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Child Nutrition Consultant	293 -2160 -001
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
FEED/CACFP Branch	Nutrition Education, Training, and Support Bureau
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
	Child Nutrition Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☑ Other *(Explain below)*

This position requires up to 20% travel.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☑ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. The Child and Adult Care Food Program (CACFP) is a federal and state-funded program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in after school care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in daycare facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.
The Nutrition Education, Training, and Support (NETS) Bureau Chief provides direction and leadership for the NETS Bureau for the CACFP Branch. These groups are charged with ensuring continuous technical assistance (TA), updating training materials, and quality improvement and oversight of the program.

CONCEPT OF POSITION:

Under the direction of the Child Nutrition Supervisor I (CNSI), in the Nutrition Support Unit (NSU) within the Training and Administrative Support Section (TASS) and the NETS Bureau of the CACFP Branch, the Child Nutrition Consultant (CNC) performs complex, and difficult tasks related to providing information, leadership, and consultant services to CACFP Operators in such areas as nutritional needs of infants, children, and adults; evaluating methods of food service and menu planning; providing TA on meal pattern requirements and nutrition policy; assisting operators in planning, developing, and implementing coordinated food service with nutrition education programs; and planning, organizing, and conducting trainings and resource development.

A. RESPONSIBILITIES OF POSITION:

40% Communications and TA: Complete menu reviews and nutrition-related trainings and webinars for CACFP Onboarding Operators. Manage the shared meal patterns email inbox by addressing questions and providing TA to CACFP Operators on meal pattern requirements and nutrition policy. Develop and communicate nutrition-related CACFP Community Announcements for CACFP Operators. Conduct and facilitate CACFP nutrition-related trainings and webinars for internal staff and CACFP Operators and participate as a resource person as needed. Collaborate and maintain relationships internally, including with Nutrition Education and Training (NET) Section, the Operator Support and Fiscal Oversight Bureau (OSFOB) and Onboarding and Outreach Unit. Understand and identify resource needs in administrative review (AR) compliance areas 800, 1100, and 1200.

35% Resource Development: Lead the TASS in development of nutrition-related TA resources and tools. Assist the Nutrition Education Consultants (NECs) in the NET Section with the development of curriculum and training tools. Create and review nutrition-focused CACFP web content in coordination with the Nutrition Team in the NET Section.

20% Policy: Stay current on CACFP meal pattern requirements and CACFP regulations and provide guidance on policies effecting nutrition programs. Interpret and analyze state and federal laws effecting the CACFP. Assist in the development or revising of nutrition-focused CACFP bulletins, CACFP policies, and CACFP Administrative Manual content. Develop nutrition-related policies and procedures internally as needed.

5% Administrative: Attend and participate in staff meetings and keep supervisor apprised of the status of projects. Utilize CDSS tools including Microsoft Applications - Word, PowerPoint, Excel, and SharePoint. Create processes and procedures for unit workflow. Facilitate and participate in Branch-level work groups as needed. Collaborate and maintain relationships with internal and external stakeholders. Assist other staff with critical projects and problems; and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The CNC receives direction from and reports directly to the CNSI and may act as the lead.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The CNC will have contact with CACFP Stakeholders, CACFP Operators, departmental employees, representatives from United States Department of Agriculture (USDA), other federal, state, and local governmental agencies, and legal staff.

E. ACTIONS AND CONSEQUENCES:

The CNC will operate in a timely manner to help meet deadlines for regional and statewide training, conferences, and webinars. Staying informed of federal nutrition standards is critical in providing TA to CACFP Operators and supporting ongoing and accurate training. Failure to accurately interpret and implement federal and state guidelines could result in misinformation being provided that could result in misspent program dollars, litigation against the department, and/or the deprivation of adequate training and services to CACFP recipients.

F. OTHER INFORMATION:

The CNC must have good interpersonal communication skills, and the ability to work well under pressure and adapt to changing priorities and work environments. The CNC is required to utilize initiative and resourcefulness in completing assignments, and maintain familiarity with program updates, regulations and the ability to provide accurate TA support, as feasible/needed.