

Please send resumes to Jesse Neely at jesse.neely@tn.gov by December 22, 2015

FOOD SERVICES CONSULTANT
Location: Central Office, Nashville TN
Salary Grade: 030
Salary Range: \$3,173 to \$5,077 per month
Executive Position

The individual will be responsible for assisting the Director of Food Services and the Executive Assistant to the Deputy Commissioner of Operations (Operational Support Division) in matters pertaining to the Standardized Menu Project. They should have a proven background in nutrition and food preparation for a correctional oriented setting. The individual should possess competency in using computers and computer systems (including hardware and software) and must currently be registered as a licensed dietitian with the Commission on Dietetic Registration is required. The ability to compile, analyze and make presentations on data assimilated from the use of such systems. They may conduct training in the field of Food Service Management; act as a consultant to this same group; perform auditing functions of the food service operations at sites; ensure compliance of departmental policy and Department of Health guidelines through the audit function; draft and review policies; make recommendations and perform coaching sessions with field staff where needed. This position will serve as the primary contact concerning this project.

30% Training - of food service managers, food service staff and inmates on the latest Best Practices in food preparation, sanitation, equipment and other areas as needed through industry standards.

25% Consulting – providing guidance and expert advice to food service managers, management, food service staff, inmates and other groups on technical, systems-, or process-related topics.

10% Auditing – reviewing food service records at sites and identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts utilizing computer systems and software.

20% Assisting Director of Food Service – in task as assigned for the purpose of Standardized Menu Project.

5% Compliance monitoring of policy and procedures – reviewing and monitoring departmental policy for adherence to functional area, observing procedural processes related to food service to inspection instruments of equipment, materials, events or the environment, to detect or assess problems.

10% Coaching – of food services managers, food service staff and inmates to identify their developmental needs of coaching, mentoring or otherwise helping others to improve their knowledge or skills.

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in dietetics, nutrition, home economics (food), or closely related field and experience equivalent to four years of professional food service work, additional graduate coursework in dietetics, nutrition, home economics (food) or closely related field may be substituted for one year of the required experience.

Helen Durrance