



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

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| TITLE: Office Support (Hourly position limited to 944 hours in a fiscal year) | ANNOUNCEMENT #: 35-24 | ISSUE DATE: 5/6/2024 CLOSING DATE: 5/20/2024 |
| SALARY RANGE: \$45.00 per hour | | <input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC |
| LOCATION: Division of Food & Nutrition, Trenton, NJ | | |
| JOB DESCRIPTION | | |
| Under the direction of a Nutrition Program Specialist 3 or Nutrition Program Specialist 2, within the School Nutrition Programs unit, Division of Food and Nutrition, New Jersey Department of Agriculture, provides assistance in the School Nutrition Programs Unit in the processing of menus, certifications and documents needing review and approvals required for participating School Food Authorities; evaluates and approves documentation in compliance with federal regulations; completes reports for individual sites regarding food service operations; evaluates menus; provides guidance, training and technical assistance to School Food Professionals as needed; performs other related duties as required. | | |
| REQUIREMENTS | | |
| EDUCATION: Graduated from an accredited college or university with a bachelor’s degree in Nutrition, Food Service Management, Dietetics, Food Science, Food Technology, Home Economics, or other areas related to nutrition. | | |
| NOTE: Official transcripts and diploma are required for interview. | | |
| FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination. | | |
| EXPERIENCE: Minimum of six months’ experience in food service, governmental nutrition programs or child nutrition. | | |
| AVAILABILITY: Must be available approximately 20 hours per week between the hours of 7:30am to 5:00pm. This is an in-office position. Remote work is not allowed. | | |
| CONDITIONS OF EMPLOYMENT: The selected staff will work in the office, School Nutrition Programs unit. The candidate will work closely with supervisory unit personnel assuming responsibilities which may include but may not limited to; approvals and evaluation of child nutrition related documentation, assessment of participants requests, addressing inquiries/emails from participants that may entail general program knowledge. The variety and priority of tasks may vary based on the demands of documentation and programmatic requirements. This is a temporary position that does not include benefits. | | |
| LICENSE: Selected candidate will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. | | |
| AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. | | |
| NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa. | | |
| IMPORTANT NOTICE | | |
| Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment. | | |
| ELECTRONIC FILING INSTRUCTIONS | | |
| Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov . | | |
| SAME PROGRAM INFORMATION | | |
| The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit https://nj.gov/csc/same/overview/index.shtml , CSC-Same@csc.nj.gov , or call (609) 292-4144, option 3. | | |
| NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov . | | |

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer