



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



NOTICE OF JOB VACANCY

TITLE: Farm to School Assistant (Temporary Employment Services) (Limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 4-24	ISSUE DATE: 12/28/2023 CLOSING DATE: 1/21/2024
SALARY RANGE: \$48.00 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

The Division of Food and Nutrition is seeking a Farm to School Assistant to provide support to the Farm to School Coordinator for the administration of the New Jersey Farm to School Program and grant activities funded through the USDA. This position will coordinate with farmers and distributors to facilitate availability of Jersey Fresh produce to schools within New Jersey; recruit and develop relationships with local farmers; work with school district staff and applicable program sponsors on the effective implementation of procurement and Farm to School expansion; contribute to the creation of program related educational materials; assist and conduct trainings and demonstrations; assist with event planning; attend conferences and meetings related to New Jersey and USDA Farm to School activities; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor’s degree.

EDUCATION SUBSTITUTION: Four (4) years of experience in institutional food service can be substituted for a bachelor’s degree.

EXPERIENCE: Knowledge of USDA Child Nutrition regulations for school lunch and breakfast. Experience in developing and testing compliant school recipes that meet USDA guidelines. Proficiency in planning school menus that meet USDA regulations, are financially sound, and are feasible utilizing school food service staff.

PREFERRED SKILLS: Excellent skills in written and oral communication; computer skills in database management, spreadsheet applications, word processing, presentation software, Internet, and web-based systems; researching, collecting, organizing, and managing data and report writing; ability to plan, develop, and conduct training programs for professionals, state agency staff, local school divisions, and stakeholders; ability to provide professional leadership and technical assistance to School Food Authorities and stakeholders related to, Farm to School Programs; ability to effectively manage multiple assignments simultaneously and competently and meet critical deadlines; ability to work and communicate effectively with a variety of individuals from a wide range of organizations and establish and maintain effective working relationships in a team environment.

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.

LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. Periodic statewide field work travel is required. Field work travel is reimbursed at \$.47 per mile. Selected candidate will be required to possess and utilize their personal vehicle for field travel.

AUTHORIZATION TO WORK: Appointee 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 seven 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.

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.

For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.

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