Job Description: **Farm to School Procurement Specialist**

General Information: This position, Farm to School Procurement Specialist, is a consulting position with an hourly rate of $25.00. The consulting contract will be for 880 hours of service, or approximately 85-90 hours per month. The position is intended to start in January 2017 and will expire Dec 15, 2017. The Specialist will need to travel extensively in state, and attend meetings in Vernon and Hartford. For more information about this position, contact Jiff Martin at 860-870-6932 or by email to jiff.martin@uconn.edu.

Overview

The Farm to School Procurement Specialist will develop training materials and provide individual technical assistance to school food authorities across Connecticut to help them comply with federal, state and local procurement regulations when purchasing locally grown products for their farm to school programming.

Technical assistance will focus on effective use of solicitations and contracts to procure more local products. The one-on-one technical assistance will be for:

1. 10-12 school food authorities identified by the State Department of Education's child nutrition administrative review team that travels to schools to conduct federally required reviews of child nutrition programs (e.g. National School Lunch Program, National School Breakfast Program, Summer Meals Program, etc);
2. 5 school food authorities identified by FoodCorps CT that are willing to work 'at depth' on improving their local food procurement;
3. 5-7 school food authorities that, based on responses to the USDA Farm to School census, signaled an interest in starting to procure local products in the past year.

Training materials for school food authorities include:

4. Model contracts, solicitations, and cooperative purchasing strategies that meet federal regulations;
5. A state specific seasonality chart that informs how products grown in Connecticut correlate with the USDA's Vegetable Sub-Group categories (dark green, red/orange, legumes, starchy, other);
6. Online tutorials on how to strengthen their solicitations, solicitation scoring, and contract provisions to procure more local products.

This position requires professional interaction and collaboration with practitioners in the CT State Department of Education's Child Nutrition Unit, CT Department of Agriculture, UConn Extension's Put Local On Your Tray Program, FoodCorps CT, and the CT Farm to School Collaborative.

The ideal candidate would have experience teaching adults in one-on-one settings, experience in conducting formal competitive procurements through invitations for bid or requests for proposal, knowledge of federal procurement regulations for grantees, auditing or accounting experience, and experience with child nutrition programs, educational systems, or food service

management companies. Candidates who have experience in some but not all of these areas are still strongly encouraged to apply. Training in the specific procurement regulations that apply to these programs would be provided for the right candidate. At times, self-directed training will also be required.

Extensive in-state travel is required. Must have own vehicle. Travel costs will be reimbursed.

Preferred Qualifications:

- Experience with financial accounting and contracts
- Experience with federally funded child nutrition programs
- Experience with complex federal regulations in child nutrition programs and procurement
- Independent, reliable, flexible, organized, and excellent interpersonal skills

Minimum Qualifications:

Bachelor's degree AND 3 years or more of professional level work experience in federal child nutrition programs that includes demonstrated experience with sourcing locally.

OR

Associate's degree or higher in culinary arts AND 3 years or more of professional level work in food service management that includes demonstrated experience with sourcing locally.

OR

Master's degree in food, nutrition, or dietetics AND at least 1 year of experience with federal child nutrition programs that includes demonstrated experience with sourcing locally.

To Apply:

- Submit a cover letter that explains your interest and qualifications, resume, and 3 references.
- Send all documents together in ONE email to jiff.martin@uconn.edu.
- In the subject line, please use the following: "Last Name, First Name – Farm to School Procurement Specialist position."
- *Please note, competitive candidates will be invited for an interview that will be held on 1/11/17 in Vernon.*