

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University  
9. Position Number: W0036298  
10. Department ID: 3670035110

2. Employee Name (leave blank if position vacant)  
11. Present Class Title (if existing position): Extension Nutrition Assistant I

3. Division: College of Human Ecology  
12. Proposed Class Title

4. Section: Extension Family Nutrition Program

5. Unit: Wyandotte

6. Location (address where employee works)  
City: Kansas City, KS County: Wyandotte

7. Type of Appointment (Circle)

Full Time Part Time .4FTE%

School Employee

Limited Term ending date (if applicable): 9/30/10

8. Regular hours of work: (enter appropriate time)

FROM: AM/PM TO: AM/PM  
flexible

H	13. Allocation	Extension Nutrition Assistant I
U		
M	Supervisory Status:	yes/no
A	FLSA CODE:	nonexempt/exempt
N		
R	14. Effective Date:	10/12/09
E	15. By:	Approved: [Signature]
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

**PART II - Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
Additional staff is needed to meet the increasing nutrition education demands among food-assistance recipients and food-assistance eligible youth and families to provide nutrition education to low-income families as part of the goals and objectives of the Expanded Food and Nutrition Education Program.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Nozella L. Brown	Country Extension Agent, FCS	W0040976

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
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20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) NA will be provided with an initial training that will include, but not be limited to: reporting and data entry; nutrition education; food preparation and safety; KSU Extension information (structure, staff, etc.) curriculum overview, guidelines and implementation. b) NA will be responsible for assisting in the execution of existing and pre-planned programs. Duties may increase or change based on the county program needs and qualifications of NA. On-going training will be provided. c) Assignments will be

directed by County Extension Agent and communicated in writing or orally.

W-COUNTY WYOMING RECORDS

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21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

**What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).** For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1. 50% Assists the FNP personnel in the **preparation**, scheduling and delivery of nutrition education programming to food-assistance eligible clients using the prescribed program delivery methods, materials and evaluation instruments.
2. 40% Prepares daily, weekly and monthly **reports** and enters data into pre-existing templates, database forms and spreadsheets.
3. 10% Participates in **trainings** as determined by County Extension Agent, including office conferences, county, area and statewide trainings, and annual FNP conference in order to improve nutrition knowledge, teaching methodology and record-keeping skills.

Nutrition Assistant reports daily to County Extension Agent regarding work schedule and program activities, unless otherwise directed.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

N/A

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

If individual does not complete data entry, reporting, scheduling and other support duties for FNP staff accurately and timely, it may create barriers for working with partners and jeopardized the successful fulfillment of the federal proposal

If individual does not follow guidelines for safe lifting and carrying, such as utilizing carrying equipment, it could result in back injury.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made daily with the public and the FNP staff as the individual assists in the preparation, scheduling and delivery of nutrition education programs to eligible clients and partnering agencies. This includes the planning, scheduling, delivery and evaluation of nutrition and safe food handling education programs among the target audience.

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25. a) What hazards, risks or discomforts exist on the job or in the work environment?

1. This position requires transporting materials and supplies necessary to carry out a nutrition program, so attention must be given to lifting and carrying materials and resources.
2. Keyboarding may be repetitive in nature.
3. Space may be limited.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

1. Transportation carriers are available to assist with program supplies.
2. Safe food guidelines must be adhered to when preparing, transporting and serving food that will be consumed by FNP participants.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Computer, copy machine, laminator, phone – daily use  
Cooking and food preparation devices—as needed  
TV/VCR/DVD Player and Projector—as needed

**PART III - Education, Experience and Physical Requirements Information.**

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

High School Diploma or ~~GED~~ *equivalent.*

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Driver's license, auto insurance and reliable transportation is required *once employed.*

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

*Work requires moderate physical exertion to transport materials weighing 40 lbs*  
Physical ability to lift 40 pounds *on a regular basis.*  
~~Physical ability to move without exhaustion.~~

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Experience teaching school children and parents with children  
Nutrition knowledge or work experience with food and nutrition  
Experience working with diverse, limited-resource youth and parents with children  
Office skills, including duplicating machines, computer, record-keeping, filing and data entry skills  
Oral and written communication skills for completing reports and interacting with FNP staff, clients and partnering agencies

b) List preferred special knowledge, skills and abilities.

**Bilingual or Spanish-speaking skills preferred**

Ability to communicate (verbal and written) effectively.  
Ability to relate to and work with program members, co-workers, personnel from other orgs. and the general public.

**Evidence of a healthy life.**

Ability to plan and prepare nutritious family meals.  
Ability to mentor families to adopt healthy lifestyles.

**Knowledge of Limited Resource Audience**

Skill in dealing with problems of persons living in economically disadvantaged communities.

**Knowledge of Food and Nutrition and Food Safety**

Knowledge of basic principles of food preparation, nutrition and food safety  
Knowledge of breastfeeding

**Job Readiness and Teaching Skills**

Ability to input data and keep records and reports as required by Federal program guidelines  
Ability to evaluate client progress and determine client's needs  
Skills for teaching children and adults

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).  
~~Physical ability to lift 40 pounds/ reliable transportation is necessary.~~