

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> AGRICULTURE AND RURAL DVLPMNT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> NUTRITION FOOD MGT CNSLT-2A	<b>10. Division</b> Executive Office
<b>5. Working Title (What the agency calls the position)</b> Farm to Family Nutrition Consultant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> LIBERTI, CHEYENNE V; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ANGERER, KATHLEEN A; CHIEF DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W Allegan St, Lansing, MI 48933 / Hours; M – F 8:00 am to 5:00 pm

**14. General Summary of Function/Purpose of Position**

This Nutrition Consultant position functions as the department's expert for local food purchasing in statewide nutrition programs and leads the development of policies and programs related to nutrition and public health in the department's Farm to Family Program. The Farm to Family Nutrition Consultant role helps to strengthen Michigan's agriculture industry by expanding access for Michigan farms and food producers to sell local foods to educational, healthcare, and other public institutions, including food businesses that accept food assistance programs. The position provides statewide leadership to improve coordination between state and federal government agencies and other partners that offer resources related to local food value chains, public health, and food security. The position synthesizes and applies knowledge of the principles and practices of nutrition and dietetics, including complex specialty areas, to lead the development and implementation of policies, procedures, grants and resources related to Farm to Family Program goals. Finally, this position consults with partners to develop and implement training materials and educational resources on sensitive and highly complex areas of nutrition, agriculture, food systems, and public health. At the second advanced level, the Nutrition Consultant provides specialized expertise to lead complex interdepartmental initiatives, designs and coordinates new training and informational materials on sensitive topics, and takes on special, statewide assignments that are highly complex and wide-reaching in scope.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1****General Summary:****Percentage: 45**

This position is responsible for policy and program development, developing statewide partnerships, leading programs, and connecting resources to expand access for Michigan farms and food businesses to sell local foods to educational, healthcare, and other public institutions, including food businesses that accept food assistance programs. In its specialized capacity as a leader and liaison between agencies, initiatives, and stakeholders, the Farm to Family Nutrition Consultant role provides an expert, holistic perspective on how local food value chains, public health, and food business viability interact with and reinforce each other. At the second advanced level, the Nutrition Consultant leads public-facing initiatives and programs.

**Individual tasks related to the duty:**

- Serves as the department spokesperson on nutrition.
- Coordinates with staff from other state agencies (for example, the Farm to Program team at the Michigan Department of Education) on programs and initiatives related to nutrition, local food purchasing, and food service to complete highly complex assignments.
- Applies specialized knowledge of the management and operation of food service programs to consult with local and state agency personnel, program administrators, managers and staff in kitchen equipment selection, development of standard operating procedures, food purchasing, menu planning, kitchen safety, sanitation, implementation of nutrition education curricula, and development of policies related to public health and local food procurement.
- Researches and evaluates nutritional requirements of federal and state programs.
- Recommends policies and strategies to grow Michigan agriculture while meeting nutritional needs.
- Maintains and synthesizes current knowledge of research and best practices in the areas of nutrition, disease prevention, food service, and other areas to meet practical considerations and resolve problems of a highly complex nature related to institutional food procurement and food assistance programs.
- Develops and presents specialized nutrition and consumer education workshops.
- Develops and presents trainings related to highly complex aspects of local food procurement, farm to institution, and other food-related topics.
- Uses specialized knowledge to recommend policies and strategies to grow Michigan agriculture while meeting food access and nutrition needs.
- Reviews and manages contracts and grants.
- Creates handouts such as recipe cards with nutrition information, produce information and food safety messages to promote local purchasing.
- Leads multiple interagency committees to promote local purchasing and other Farm to Family Program goals.

**Duty 2****General Summary:****Percentage: 30**

The Nutrition Consultant leads coordination between stakeholders of the Farm to Family Program and MDARD food safety staff. This position identifies highly complex challenges associated with food safety and local food purchasing and develops training and technical assistance resources to support related activities.

**Individual tasks related to the duty:**

- Develops specialized nutrition and food safety educational materials for citizens and stakeholders.
- Conducts research and develops technical assistance documents around local food purchasing for licensed food establishments to address highly complex challenges.
- Develops and implements training materials around food safety, public health, and local food purchasing, and other specialized topics.
- Develops and presents specialized food safety and consumer education workshops.
- Develops print and web-based materials.

**Duty 3****General Summary:****Percentage: 15**

The position serves as a nutrition subject-matter expert across the department in highly complex areas of emergency management, policy development, etc.

**Individual tasks related to the duty:**

- Serves as the department spokesperson on nutrition.
- Develops nutrition care plans and handouts for at-risk populations to address environmental risks and other factors in emergency situations.
- Provides technical consultation for related legislative bills and other policies.

**Duty 4****General Summary:****Percentage: 10**

The Nutrition Consultant conducts analyses, reporting, and special projects, as assigned.

**Individual tasks related to the duty:**

- Track and analyze all program metrics, proposing adaptive management strategies to meet program goals.
- Carry out special projects, as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Independent decisions include day-to-day workload priorities, communication methods to reach partners and stakeholders, and selection of focus areas for educational materials and trainings. Decisions will be informed by technical training, regulation, department procedures, community engagement, and consultation with direct supervisor. The Nutrition Consultant determines best strategies to advance Farm to Family Program goals with regards to institutional purchasing and food access. Independent judgement is used to make decisions that have significant impact on services or programs.

**17. Describe the types of decisions that require the supervisor's review.**

Supervisor review is required when delivering information to the public, when engaging new initiatives or partners, when there is a potential impact on budget, staffing, or program success; when policies or procedures are unclear; or when unusual, or highly sensitive events or circumstances occur.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Job takes place both in office and in field. Person needs to sit, work at a computer, lift and carry materials and often stand for prolonged periods of time. Position requires statewide and out of state travel.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

Additional Subordinates

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

The Nutrition Consultant provides statewide leadership, consultation, advice, training and technical assistance to MDARD and stakeholders regarding local food purchasing and public health. The position serves as an interdepartmental liaison to maximize opportunities for farms and food businesses to sell local products to public institutions. The position facilitates coordination around food safety and local purchasing in licensed food establishments. The position offers subject-matter expertise on nutrition across the department. At the second advanced level, the Nutrition Consultant performs professional assignments that are identified by the agency and accepted by Civil Service as highly complex in nature.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The position has been moved from the Food and Dairy Division to the Department's Farm to Family Program team. In addition to promoting food safety and nutrition, the responsibilities of the position now also include working to increase purchases from Michigan farms and food businesses by public institutions as a means of ensuring access to nutritious foods in all Michigan communities. This role is well-positioned to serve as an interdepartmental liaison to advise on best practices, funding opportunities, and educational resources for state and federal food programs.

**25. What is the function of the work area and how does this position fit into that function?**

The Farm-to-Family program is a new initiative at MDARD. This position provides statewide leadership on promoting market development for Michigan-origin agri-food supply chains including an emphasis on healthy and minimally processed foods and commodities.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a master's degree in human nutrition, public health, or institution administration.

**EXPERIENCE:**

**Nutrition/Food Management Consultant 13**

Four years of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant, including two years equivalent to a Nutrition/Food Management Consultant P11, or one year equivalent to a Nutrition/Food Management Consultant 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the laws and regulations pertaining to food and nutrition licensure and certification activities.
- Knowledge of the methods, equipment, and supplies used in food service programs.
- Knowledge of the principles of human nutrition.
- Knowledge of clinical nutrition principles and practices.
- Knowledge of program planning and evaluation.
- Knowledge of techniques used to conduct nutrition and food service investigations.
- Ability to formulate treatment plans and make clinical judgements involving clinical nutrition.
- Ability to provide advice and assistance to local agencies regarding nutrition programs.
- Knowledge of community organization and resources.
- Ability to instruct others in individualized clinical nutrition, general nutrition principles, and food selection and preparation.
- Ability to analyze the conditions and needs of health care facilities and school programs and make recommendations.
- Ability to inspect and evaluate food preparation and service for conformance with standards.
- Ability to speak before groups.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Registration as a dietician.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Supervisor Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

***I certify that the entries on these pages are accurate and complete.***

QUINN BENSINGER 2/13/2026

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Appointing Authority Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_ \_\_\_\_\_

Employee Date