



**NEW Effective:** Submitted:  
 07/01/2020 03/19/2020  
 07/01/2021 06/22/2021

JOB TITLE:	LIAISON HUMAN CAPITAL NUTRITION SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8085
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Acts as liaison between School and Community Nutrition Services (SCNS) administration and SCNS site-based employees. Manages SCNS human capital in coordination with **SCNS site-based management**, JCPS Human Resources, **and** SCNS administrators ~~and school staff~~ including recruitment, requisitioning positions, setting up interviews, completing recommendations for hire and SCNS onboarding of new employees. Manages and completes SCNS site-based employee evaluation processes and handles due process and discipline.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Serves as the SCNS point of contact to the appropriate Human Resources representative
- Reviews and submits position requisition paperwork
- Reviews vetted applicants in coordination with **SCNS site-based management and** SCNS administration and site management prior to interviewing
- Assists in the setting up of interviews including dates, times, locations, interview questions, scoring rubrics, and related items
- Reviews and submits recommendations of SCNS to Human Resources
- Connects SCNS employees to Human Resources services as needed
- Assists division with Human Resources reports and information
- Ensures all hiring policies and procedures are followed
- Provides required initial training as directed to SCNS new hires
- Collaborates with other SCNS administrators to identify training topics and assists to develop and deliver training as needed
- Executes the Human Resources employee evaluation process, including monitoring initial probation, transfer and reassignment probation and annual summative evaluations
- Collaborates with Human Resources, Employee Relations, and SCNS administrators to address SCNS employee performance and other issues in accordance with district requirements
- Collaborates with SCNS site-based management and SCNS consultant to maximize program performance and efficiency, and maintain employee morale**
- Completes all training and other compliance requirements as assigned and by the designated deadline
- Demonstrates effective oral and written communication of personnel rules and related procedures
- Maintains security of confidential information and materials
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

This work is primarily sedentary, The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying or pushing or pulling of light objects. Employee must drive to schools and events.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Experience in Human Resources
- Effective oral and written communication skills
- Valid driver's license

**DESIRABLE QUALIFICATIONS**

- Associate or Bachelor's Degree
- Experience with reviewing, interviewing and onboarding job applicants
- Experience in school food service
- Experience in a diverse workplace



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