



CONTRACT CAREER OPPORTUNITY

MISSISSIPPI RECIPES FOR SUCCESS SPECIALIST OFFICE OF CHILD NUTRITION

Salary Range: \$70.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking specialists for the Mississippi Recipes for Success (MRS) database. These specialists will ensure compliance with regulations from the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) established by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). Their responsibilities will include the development of new tools, reviewing and revising the MRS database, and maintaining the state-approved Nutrient Analysis Software program.

Additionally, specialists will provide updates and supplementary information for the MRS database and tools, in accordance with USDA FNS requirements for the National School Lunch and Breakfast Programs.

Duties:

- Assure the implementation of the regulations from the USDA FNS Nutrition Standards, including what's being met for the Food Based Menu Planning, are being met through the development of new tools, reviews, and revisions of MRS, and maintenance and implementation of the state-approved Nutrient Analysis Software program.
- Input new ingredients and recipes into the state-approved Nutrient Analysis Software Program.
- Revise existing ingredients and recipe information in the USDA-approved Nutrient Analysis Software Program.
- Maintain all recipes and ingredients on the MRS website.
- Offer training on nutrient analysis, food-based menu planning, meal patterns, and reducing sodium and sugar for the end user.
- Test recipes or standardize recipes to ensure consistent quality and quality in food preparation.
- Review and revise the lunch and breakfast matrix and templates, and other training tools related to menu planning for federal child nutrition programs.
- Develop breakfast and lunch recipes that follow USDA FNS Nutrition Standards for the NSLP and SBP.
- Review and credit recipes for use in Child Nutrition programs utilizing product formulation statements, child nutrition labels, and the USDA Food Buying Guide.
- Review food products to assist with conversions from weight to measure.
- Development of commercial standardized recipes for use in the federal child nutrition programs.
- Meet with MDE OCN personnel during core work hours, Monday – Friday, 8:00 a.m. -4:00 p.m. as needed.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Bachelor's Degree and 10 years of experience in Child Nutrition Programs or a similar service field as a Nutritionist, Dietitian, etc.
- Working knowledge of reviewing recipes to reduce sodium and added sugar.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Mississippi Recipes for Success Specialist" The following documents must be submitted:

- A completed *MDE Application Form*
- Three (3) Professional References

The deadline for applicants to apply is April 28, 2026.



INQUIRIES

- Charles Crawford
ccrawford@mdek12.org
601-576-5000