

## 2024 Senior Category Job Description

Clover County Extension Office

4444 Clover Road  
Clover City, OH 12345

**Contact:** Chris Clover

**Position:** SNAP-Ed Program Assistant

**Position Overview:** The goal of SNAP-Ed is to improve the likelihood that persons eligible for SNAP food benefits will make healthy food and lifestyle choices to prevent obesity. The Program Assistant works with limited supervision and works with community partners to identify and implement education programs and Policy, System, and Environmental (PSE) efforts.

### Essential Job Functions:

- Uses standardized curriculum materials to teach nutrition, food resource management, and other related topics to adults, youth and/or families of lower income in a variety of settings.
- Uses standardized evaluation instruments to assess program participants' knowledge, skills, attitudes, and behaviors to determine educational needs and impacts.
- Identifies needs and opportunities to implement and sustain PSE efforts to address access to healthy food and physical activity in the community.
- Participates in staff development and training opportunities to enhance knowledge of evidence-based teaching methods for nutrition education, and knowledge of nutrition and physical activity topics.
- Participates in staff development and training opportunities to enhance knowledge and implementation of PSE efforts in the local community.
- Participate in Diversity, Equity, and Inclusion (DEI) professional development.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

### Qualifications:

- High School diploma or GED. Certification or vocational training may be required. An associate degree in relevant field preferred. 2 years of relevant experience required. 4-6 years of relevant experience preferred.
- Established ability to utilize computer and video technologies for educational, data entry, and communication purposes; experience with Microsoft Office, Adobe Acrobat, and online data entry programs; knowledge of Zoom software; knowledge of the community's infrastructure and culture; ability to teach in classroom settings to children in-school and after-school, in group settings, and to a general adult audience, to parents and caregivers of young children, and/or to older adults; ability to work independently with a minimum of supervision; ability to network and collaborate with individual and agency representatives, to recruit schools and participants for nutrition classes, and to learn nutrition and nutrition-related information as outlined in the project; skills to adapt to change as the audience and/or the program changes.
- State Motor Vehicle Operator's license or demonstrable ability to gain access to worksite(s).

Eligibility: Senior

## 2024 Senior Category Job Description

Clover Research Farm  
4444 Clover Road  
Clover City, OH 12345

**Contact:** Chris Clover

**Position:** Research Farm Specialist

### **Position Overview:**

*Do you enjoy working with animals? Are you looking for an opportunity to challenge yourself? If you want to be part of a team that produces a high-quality, nutritious product that feeds not only your friends and family, but millions of people around the world, we want to talk to you! This position offers full training and encompasses all aspects of animal care and applied nutritional research procedures working with large animals: swine, sheep, goats, cattle.*

This key position accommodates a fluctuating work schedule, ranging from 40-50 hours/week, including some scheduled evening activities and a weekend shift rotation of every 3rd weekend. Individuals in this position are responsible for the daily care of all large animals to assure optimum productivity; cleaning and sanitation of worksites and equipment; and research support including weighing, tagging, observational scoring, etc. Those in this role must be comfortable working with limited supervision and have a superior work ethic and attention to detail to maintain data integrity.

The ideal candidate will have the desire to work with large animals, a willingness to learn, a high level of dependability as evidenced with a solid work history, and a proven record of drive for excellence.

### **Essential Job Functions:**

- This key position accommodates a fluctuating work schedule, ranging from 40-50 hours/week, including some scheduled evening activities and a weekend shift rotation of every 3rd weekend.
- Individuals in this position are responsible for the daily care of all animals to assure optimum productivity; cleaning and sanitation of worksites and equipment included.
- Support research activities including pig weighing, tagging, observational scoring, etc.
- Those in this role must be comfortable working with limited supervision and have a superior work ethic and attention to detail to maintain data integrity.

### **Qualifications:**

- Background working with large animals preferred.
- Ability to walk across uneven terrain, lift and carry 50lb bags of feed.
- Must be capable of maintaining regular attendance.
- Working knowledge of computers and the Microsoft Office Suite
- Preferred: understanding of mechanics; farm machinery

Eligibility: Senior

## 2024 Senior Category Job Description

Clover University Dining Services  
4444 Clover Road  
Clover City, OH 12345

**Contact:** Chris Clover

**Position:** Assistant Chef

### **Position Overview:**

The Assistant Chef is responsible for the preparation of cooked foods in support of a dining operation that serves students, staff, faculty, and guests of the university. Operates as part of the culinary management team and is responsible for a complete knowledge of food preparation and function of all stations within the operation; knowledge and skill in food presentation and the utilization of proper methods; understands methods of proper timing to ensure that freshly cooked products are ready for continuous service is paramount; steps in and adds support to any station to ensure proper finish and timely service is the key duty of this position; performs special functions and events; work schedule will include afternoon and evening hours; acts as primary culinary manager in absence of the Unit Chef.

### **Qualifications**

#### Required Qualifications

- Bachelor's degree in culinary arts, or equivalent combination of education and experience;
- 2 years' culinary experience; knowledge of ServSafe or similar food safety program;
- Knowledge of HACCP procedures, knowledge of all kitchen equipment;
- Must be proficient in recipe and menu creation;
- Must be able to train and work with both students and regular employees;
- Ability to lift 50 lbs;
- Successful completion of a background check.

#### Preferred Qualifications

- 2-4 years' culinary experience;
- Minimum (6) months supervisory experience; knowledge of CBORD / FSS desired;
- Experience in a high-volume food operation;
- Experience in catering, fast casual, or cafeteria style dining operations;
- ServeSafe certification.

Eligibility: Senior

## 2024 Senior Category Job Description

Clover Engineering Solutions  
4444 Clover Road  
Clover City, OH 12345

**Contact:** Chris Clover

**Position:** Design Engineer 1

### **Position Overview:**

The Design Engineer 1 is responsible for performing engineering design on a variety of engineering tasks with ongoing supervision. The Design Engineer will work closely with other senior engineers to receive technical guidance on typical engineering assignments tasks which are not familiar to the Design Engineer 1.

- Applies technical knowledge to designs and ensures projects meet specifications
- Communicates challenges with regard to scope, cost, schedule and quality
- Works with Designers and Drafters to complete design packages
- Leads the development of their discipline's design on simple projects, and supports complex projects, including simple technical analyses
- Interacts with clients
- Understands and applies appropriate industry codes, standards, and regulations
- Identifies information to be communicated to the client and project stakeholders through team leads and project managers.

### **Required Qualifications**

- Bachelor's degree in engineering from ABET accredited university (Electrical Engineering or related preferred)
- Knowledge of Computer Aided Design or GIS Design is a plus
- Strong work ethic with desire to work in a production environment

### **Working Conditions and Environmental/Physical Demands:**

Must be able to sit at a desk for long periods of time (2-3 hours) with the ability to move at will; have vision to read printed materials and a computer screen; have hearing and speech skills to communicate in person, over the telephone or Teams/Skype/Zoom; have use of hands to finger, handle, type, or feel and manipulate mouse, keyboard, and computer equipment. Hybrid working conditions exist in either a home office environment and/or work office or job site. Must possess ability to follow general safety guidelines and wear appropriate PPE. Must be able to attend meetings at various sites within and away from the office.

**Eligibility:** Senior