AUBURN
Human Resources

Dir, Certified Food Protection Professional Program

JOB INFORMATION

Job Code	CA88
Job Description Title	Dir, Certified Food Protection Professional Program
Pay Grade	OP10
Range Minimum	$55,430
33rd %	$68,370
Range Midpoint	$74,830
67th %	$81,300
Range Maximum	$94,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	7/15/2026 5:13:25 PM

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Develops and oversees the Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP) programs by leading accreditation efforts, coordinating stakeholder engagement, and producing required documentation for approval. It designs curricula and collaborates with the Biggio Center to create innovative online learning materials, ensuring all components meet accreditation standards and deliver high-quality educational experiences for students.

RESPONSIBILITIES

- Develops and implements the CDM, CFPP program, ensuring full alignment with accreditation standards and industry best practices.
- Engages stakeholders through virtual and in-person meetings to gather input and guide program development and implementation.
- Prepares and submits accreditation documentation that meets all Association of Nutrition & Foodservice Professionals (ANFP) requirements.
- Designs curricula that support program goals, incorporating innovative instructional methods and materials.
- Provides leadership to faculty and staff involved in delivering and supporting the program.
- Ensures ongoing compliance with accreditation standards and related regulatory expectations.
- Promotes the program to prospective students and key stakeholders.
- Collaborates with the Biggio Center to develop high-quality, innovative online learning resources.
- Monitors and evaluates program effectiveness and implements improvements to support continuous quality enhancement.
- Manages program budgets and resources to ensure efficient and responsible operations.
- Maintains current knowledge of industry trends to keep the program relevant, competitive, and responsive to evolving professional standards.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	no specific discipline	and	5 years of	experience in the design, implementation, delivery and management of educational programs/services. Experience with CDM, CFPP programs preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of ANFP accreditation criteria, documentation expectations, and compliance processes	
Knowledge of adult-learning principles, online course development, and industry-specific competencies required for CDM/CFPP certification.	
Skill in designing, implementing, and assessing academic or professional programs, including the ability to use data to drive continuous improvement.	
Ability to facilitate meetings, gather feedback, and coordinate effectively with faculty, staff, accreditation bodies, and instructional-design partners.	
Ability to provide direction, support, and oversight to faculty and staff	
Ability to manage budgets and resources effectively	
Ability to interpret accreditation requirements and convert them into clear procedures, documentation, and curriculum updates that ensure ongoing compliance	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Registered Dietitian Nutritionist (RDN)	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				25 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic