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BUSINESS ENTERPRISE PROGRAM CONSULTANT

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-  Full-time

DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans. Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

BUSINESS ENTERPRISE PROGRAM CONSULTANT

**Division of Employment and Rehabilitation Services (DERS)
Rehabilitation Services Administration (RSA)**

Job Location:

Address: 3425 E. Van Buren St., Phoenix, AZ 85008

Posting Details:

Salary: \$23.1517 per hour (\$48,155.53 annually)

Grade: 19

Closing Date: Open until sufficient resumes are received.

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

Job Summary:

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) strengthens Arizona communities by bridging and minimizing gaps to employment and independence.

We are seeking an experienced and highly motivated individual to join our team as a Business Enterprise Program (BEP) Consultant with the Rehabilitation Services Administration (RSA). This position is responsible for exercising considerable discretion and independent judgement to ensure that operators/facilities throughout the state are managed in accordance with Arizona health code and food safety standards.

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona, unless an exception is properly authorized in advance.

Job Duties:

- In compliance with all policies, procedures, federal, state, department and RSA laws, conducts facility visitations and provides ongoing technical assistance to the BEP Operators, while complying with and ensuring compliance with all program policies and procedures; tax and fiscal regulatory rules and codes; federal, state, and local laws; and safety standards for all restaurants and vending equipment. Travel is required and state cars are available, but some travel may require use of your own vehicle. If needed, reasonable accommodations will be provided.
- In compliance with all policies, procedures, federal, state, department, and RSA laws, conducts periodic inspections, site audits, and monitors food service and/or vending operations concerning proper management of the operation including health, safety, and fiscal reporting, to assure the health, safety, and welfare of the public and verifies and ensures compliance with Grantor/Operator agreements.
- In compliance with all policies, procedures, federal, state, department, and RSA laws, provides support and ongoing instruction to BEP Operator to ensure full compliance with all policies, procedures, federal, state, department, and RSA laws; directs, instructs, explains and counsels Licensed BEP Operators in carrying out a variety of tasks related to the food service and/or vending industry; and monitors remedial training needs of the BEP Operators.
- In compliance with all policies, procedures, federal, state, department, and RSA laws, document results and achievements of Licensed BEP Operators; evaluates work and formulates annual plans for improvement of work standards, procedures, methods and rules within assigned food service and/or vending facilities.

- In compliance with all policies, procedures, federal, state, department, and RSA laws, creates all purchase, replacement, and repair requests as needed for good service and/or vending related equipment; participates in planning for the next budget period by compiling past expenditure figures, estimating future costs; and develops and maintains project budgets for opening new facilities and upgrading existing facilities.
- In compliance with all policies, procedures, federal, state, department, and RSA laws, confers with and adverse Licensed BEP Operators in the safe operations of various food services and/or vending equipment.
- In compliance with all policies, procedures, federal, state, department, and RSA laws, conducts the initial Vending Facility Site Survey to determine suitability of potential locations.
- In compliance with all policies, procedures, federal, state, department, and RSA laws, reviews, examines, and evaluates reports prepared by Licensed BEP operators; makes corrections, adjustments, raises questions, routes back to Operator or approves; and monitors conflict resolution between public and the BEP operator compliance with all policies, procedures, federal, state, department, and RSA Laws.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of federal, state, and local laws pertaining to the Randolph-Sheppard Act, the Business Enterprise Program, purchasing regulations and contract agreements.
- Knowledge of managing and developing food, beverage, vending, and hospitality operations, equipment, facility design, safety and sanitation codes.
- Knowledge of nutrition, food preparation, menu construction, portioning, display, food groups, food safety, and satisfying special dietary needs.
- Knowledge of functional limitations imposed by blindness/visual impairment; the needs and responses of blind/visually impaired persons.
- Knowledge of the process for broad food service and vending equipment repairs.
- Skill in effective communication, negotiation, and counseling/consulting skills.
- Moderate skill level in accounting, auditing, and contract management skills.
- Excellent interpersonal skills.
- Ability to solve problems and make sound decisions.
- Ability to manage and perform multiple tasks.
- Dedicated to the food service industry.

Selective Preference(s):

- Experience in the food service and/or vending industry acquired through retail food and/or vending operations at the mid-management level or higher for a period of four years, two years of this experience should be directly associated with the food service and/or vending industry. Customer/client focused. Foster teamwork within the department. Adhere to the highest level of professional integrity and ethical behavior. Work to update and hone existing skills to keep current with industry standards.

Pre-Employment Requirements:

- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.

- Candidate shall have or meet the requirements to obtain prior to their first day of employment, a valid Level One Arizona fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1758.07 in order to work with children and vulnerable adults.

Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Career Advancement & Development Opportunities
- Flexible schedules to create work/life balance
- Tuition Reimbursement
- Participation in the Arizona State Retirement System (ASRS)
- 10 paid holidays per year
- Stipend Opportunities
- Infant at Work Program
- RideShare and Public Transit Subsidy
- Affordable Medical, Dental, and Vision
- Life and Disability Insurance
- Opportunity to work remotely (home office) on an ad-hoc basis

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work, you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

For questions about this career opportunity, please call (480) 202-3850 or email Brianhemminger@azdes.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (480) 202-3850 or emailing Brianhemminger@azdes.gov. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

SEARCH

JOBS NEAR ME

ARIZONA MANAGEMENT SYSTEM (AMS)

All Arizona state employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results.

State employees are highly engaged, collaborative and embrace a culture of public service.

The State of Arizona is an Equal Employment Opportunity Employer.

Applicant instructions are available [here](#).

Having trouble applying for a position? Email hrrservicedesk@azdoa.gov or call 602-542-4700 for assistance.

If you have questions regarding the information in a job posting, please view the specific job posting for the contact information.

