

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Nutrition Services, performs a variety of operational, informational, technical and clerical duties involving annual meal applications, cafeteria facilities and equipment, vendor communications, procurement, as well as frequent contact with students, district staff and general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Meal Application Processes

- Reviews, applies and explains the annual USDA Meal Eligibility compliance information to internal and external stakeholders to ensure proper meal application submissions, completeness and process for both online, scanned and manually entered applications.
- Processes annual meal applications using a variety of online web based software, district student information system software and scanning hardware.
- Runs reports of student eligibility utilizing meal application software.
- Confers with the Director of Nutrition Services, Assistant Director, cafeteria managers, principals and other school administrators to resolve meal eligibility compliance concerns and interpret related federal, State, and District guidelines.
- Provides assistance to students and parents coming into the office with questions related to meal applications.
- Ensures meal applications, parent letters and informational materials are distributed to parents and guardians annually and as needed throughout the school year.
- Assists in composing and editing new forms and recommending and developing changes in procedures to minimize potential errors in application of meal eligibility to students.

Clerical

- Performs a variety of general clerical duties in support of the Nutrition Services Division, including typing, filing and duplication materials; compiling a variety of data and information; reviewing and processing of a variety of materials.
- Serves as receptionist, answering telephone calls and directing calls to appropriate personnel; takes, retrieves and relays messages as appropriate; schedules and arranges appointments, meetings and other activities as directed.
- Prepares a variety of marketing and public relations informational materials, procedural guides, school site menus, catering menus using Word, Publisher and Excel software.
- Coordinates and calendars onsite district office catering events; initial contact, invoice preparation and distribution, ensures food items are ordered and works with the Director and Assistant Director to ensure additional site staff are scheduled as needed. Sets up requested food, beverage items for the Board twice a month and additional district meetings as needed.
- Using the nutritional analysis software, provides reports needed to district staff and nurses at the beginning of the year and throughout the year as menu changes occur.
- Using meal application processing software, provides reports on student meal eligibilities and eligibility percentages to approved district personnel.
- Provides work direction to office staff as necessary.
- Maintains appropriate files and records according to USDA CDE requirements.

Cafeteria Operations

- Coordinates with district warehouse and purchasing department staff in procuring food and supplies orders for cafeteria sites through the district warehouse and outside vendors.
- Communicates with vendors and distributors on any non-compliance issues with orders, deliveries and invoicing.
- Participates in the physical counting and recording of warehouse inventory (paper goods, frozen and dry goods).

- Gathers product specifications of menu items. Inputs specific ingredients and recipe details including item costs using a web based menu planning software. Utilizes this software to run monthly reports showing food costs and nutritional analysis of menu items.
- Receives information from cafeteria managers regarding cafeteria equipment repairs needed. Inputs and tracks work orders; confers with facilities staff regarding any questions related to cafeteria site work orders.
- Inputs IT helpdesk requests for cafeteria managers experiencing technical issues.
- Communicates with cafeteria managers on the status of cafeteria site equipment repairs.
- Evaluates new equipment, gathers information, creates reports of findings and makes recommendations on new equipment products, and pricing.
- Provides support to site cafeteria managers and staff on areas such as meal application compliance, customer complaints, and questions on student eligibility.
- Coordinates monthly inventory paperwork at the site level and provides updates to inventory paperwork for any site to site inventory transfers.
- Provides support at the site level when needed in covering various points of sale during meal service when sites are short staffed due to absences.
- Works with the Director and Assistant Director to ensure sites are in compliance with weekly and monthly paperwork requirements.

Fiscal/Procurement

- Enters purchase order requisitions for various outside vendors and the district warehouse.
- Confers with the purchasing department regarding purchase order status and requirements.
- Ensures weekly invoices are received from the cafeteria managers, signed and provided to the accounting department.
- Communicates with fiscal any issues with vendor invoicing.

Other Duties as assigned

- Performs other duties as necessary

KNOWLEDGE AND ABILITIES:

Knowledge:

- Recordkeeping techniques
- Microsoft Excel, Outlook, Word, Publisher
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Verbal and written communication skills
- School organization, operations and policies

Ability to:

- Learn and explain Federal, State and District regulations and policies related to the School Breakfast Program, the National School Lunch Program and the At Risk After School Supper Program
- Learn control procedures for the issuance and receipt of meal applications
- Learn eligibility criteria for free or reduced-price meals
- Understand and follow oral and written directions
- Work cooperatively with others
- Establish and maintain effective working relationships with others
- Maintain records and prepare reports
- Communicate effectively
- Learn general principles of foods and nutrition
- Learn sanitation and food safety standards in compliance with the principles of Hazardous Analysis Critical Control Point (HACCP)
- Use spoken and written English effectively in contacts with individuals and groups
- Plan and organize work to meet deadlines

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file, use hands and fingers to operate office equipment; speak clearly and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment; may travel to various sites, subject to constant interruptions.

REQUIREMENTS:

WORK YEAR: 12 Months

EDUCATION: Graduation from high school or evidence of equivalent educational proficiency.

EXPERIENCE: Two years of clerical experience performing duties preferred. Experience working with computers and various software programs preferred.

LICENSE: Valid California Driver's License and insurance

SALARY: Range 22

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance