



CHILD NUTRITION SERVICES OPERATIONS ASSISTANT

DEFINITION

Under the direction of the Director of Child Nutrition Services, perform responsible accounting, clerical and secretarial duties; prepare and maintain various financial records, statements, and reports; provide specialized assistance and information to district staff, the public and others regarding the child nutrition program, and assist with the central kitchen and/or school site operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of clerical and technical work related to the Child Nutrition Program.
- Assists in the processing of payments, posting information, balancing, adjusting and reconciling accounts.
- Maintains complex and confidential records (e.g., schedules, files, rosters, etc.) for the purpose of documenting and providing reliable information.
- Inputs a variety of information, including confidential data into a computerized record keeping/data processing system.
- Assists in purchasing required food and supplies.
- Assists in the daily operations of the food service program including program compliance and food safety protocols/procedures in the central and school site kitchens.
- Assists in the training and introduction of new food service staff; on-site training, and operations assistance with team members.
- Responds to inquiries from staff, parents, and the public.
- Composes documents (e.g. correspondence, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, and state officials.
- May be required to assume temporary or short-term duties of food service-related positions.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Financial reports and statistical records, reimbursements claims, and other documents/reports related to child nutrition services
- Inventory and stock control methods
- Accounting procedures, practices and terminology including Microsoft Office and Excel
- Daily operations of the food service program
- Modern office procedures and equipment
- Program compliance and food safety protocols/procedures
- Correct English usage in both written and verbal form, spelling, grammar, and arithmetic
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Learn software related to school nutrition
- Learn child nutrition state and federal regulations
- Perform responsible accounting clerical and secretarial duties in support of the child nutrition program
- Compile, prepare and maintain accurate records, logs, and reports

- Meet schedules and timelines
- Make arithmetical calculations with speed and accuracy
- Understand and carry out oral and written instructions
- Communicate effectively; establish and maintain effective working relationships with employees, parents, and school administrators
- Maintain confidentiality; use diplomacy and discretion as needed
- Work independently, make common sense decisions in routine and critical situations; work efficiently under pressure with constant interruptions.
- Maintain regular and consistent attendance

Experience/Education

- Prior job-related experience
- Equivalent to completion of twelfth grade

Certifications

- ServSafe Food Manager Certification

WORKING CONDITIONS

Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Daily contact with district and/or school staff, parents/guardians
- Constant interruptions
- Moderate to high stress level

Physical Abilities

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching
- Occasionally lift and/or move up to 50 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

OTHER

California Class C driver's license and employee-provided transportation required

CLEARANCES

- California Department of Justice (DOJ) Fingerprint clearance
- Pre-employment physical examination and drug screen clearances
- Current negative TB clearance

Range: 9.5

Approved: September 13, 2022