

**PLEASANTON UNIFIED SCHOOL DISTRICT**

**Job Description**

<b>Title:</b>	Child Nutrition Services Tech	<b>Reports to:</b>	Program Administrator/ Supervisor
<b>Department:</b>	Business Services	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	7/28/2022	<b>Current Salary Grade:</b>	17
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, assist with child nutrition duties, oversee and support in food service operations, serve and sell food items to meet student needs at an assigned site. Work in conjunction with Operations Leads in the completion of assigned tasks

**ESSENTIAL FUNCTIONS:**

- Input, retrieve, and compile data from a variety of sources related to Child Nutrition Services daily operations, including nutrition specifications, food ordering, and site inventory.
- Assist Program Administrator to ensure compliance with federal, state, and administrative requirements; ensure accuracy of input data.
- Prepare written materials to document activities, generate department reports, forms, labels, records, memos, provide written reference and/or convey information.
- Assist in training and provide work direction and guidance to assigned personnel.
- Respond to employee/public inquiries to provide information and/or direction.
- Manage and maintain a wide variety of CNS data, files and records.
- Participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations; ensure completion of mandated reports in accordance with established timelines.
- Review documents often of a highly confidential nature, determine accuracy and appropriateness of scanning.
- Support in food service cashiering activities; prepare, balance and account for cash drawers; review and verify accuracy of receipts and transactions; prepare bank deposits as directed.
- Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; respond to inquiries of students, staff, parents, and the public; provide information and direction regarding student accounts or the type and cost of meals.
- Operate standard office equipment including a computer, scanner/printer and assigned software.
- Assist other personnel in the completion of their work activities including Point of Sale (POS) information and computer related issues.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

**REQUIRED QUALIFICATIONS:**

**Knowledge of:**

- Mathematic calculations, cashiering skills, and point of sale systems.
- Operation of a computer and assigned software.
- Able to compose spreadsheets for data collection and distribution.

- Applicable laws, codes, regulations, policies and procedures.
- Proper English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Office methods and practices; record keeping practices.
- Food handling and sanitation procedures.
- Proper lifting techniques.
- The National School Lunch and Breakfast Program and their related requirements.

Ability to:

- Follow complex, multi-step written, and oral instructions.
- Be flexible while working with others in a wide variety of circumstances.
- Work with data in a variety of formats.
- Operate equipment using a variety of standardized methods.
- Operate a computer and assigned software programs.
- Work with similar types of data; utilize specific, job-related equipment.
- Work with others, using problem solving skills to analyze issues, create plans of action and reach solutions.
- Problem solving with data may require independent interpretation.
- Problem solve equipment (limited to moderate).
- Apply specific abilities required to satisfactorily perform the functions of the job including: maintaining confidentiality.
- Achieve thoroughness and accuracy when accomplishing tasks - attention to detail.
- Work with detailed information/data.
- Operate Point of Sale system.
- Meet schedules and timelines; work under time constraints.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Maintain various records related to work performed.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High School diploma or equivalent.

Experience: Demonstrated experience and training to ensure successful job performance including a minimum of two (2) years office experience involving public contact and familiarity with foodservice software such as NutriKids.

Required licenses, certificates, continuing education, training and other requirements:

- Minimum annual training as required by the National School Lunch Program (NSLP)

**DESIRABLE QUALIFICATIONS:**

- Proficient in Word, Excel and Google Docs.
- Food Handler's Permit

**WORKING CONDITIONS:**

Environment: The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity.
- Generally, the job requires 70% sitting, 10% walking and 20% standing.

Hazards: On rare occasions when assisting staff in emergency

- Heat from ovens.
- Cold from freezers.
- Indoor and outdoor food service environment.

**OTHER:**

Required Testing:

- N/A

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance
- TB Clearance

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*