

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Lead-Child Nutrition Operations	Reports to:	Program Administrator/Supervisor
Job Category:	Child Nutrition Services	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	30
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, organize and coordinate the day-to-day activities and functions of the Child Nutrition Services (CNS) division and cafeteria locations, including personnel management and food service operations; provide clerical support to assigned administrator; ensure timely planning and efficient preparation and serving of nutritious food and beverages; assist with special events; purchase food items and supplies; develop and maintain a variety of records and reports, including purchasing, student food service applications, child nutrition free and reduced lunch and student rosters; manage automated point of sale system and related documentation.

ESSENTIAL FUNCTIONS:

- Organize, oversee and coordinate the daily operations of CNS functions and activities, including managing and maintaining accurate student accounts such as free and reduced meal status and meal counts; reconcile account balances for vendors and customers; monitor and manage online prepayments; ensure accurate documentation to meet state, federal, and administrative requirements.
- Prepare reports and document meal program records, inventory reports, reconciliation reports, cash summary and payroll sheets; coordinate activities to ensure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies needed for organization-wide food service activities; ensure proper receipt, inspection and verification of incoming food and supplies.
- Provide technical information and assistance to the Director regarding assigned CNS operations and functions.
- Manage and maintain a wide variety of CNS fiscal data, files, and records, including accounts receivable, contracts, transfers, cash deposits, timesheets, free and reduced lunch applications, and student accounts; provide an up-to-date reference and audit trail for compliance.
- Oversee and assess food service activities for financial effectiveness and operational efficiency; assist in the development and implementation of practices, policies, standards and procedures to enhance the financial effectiveness and operational efficiency of food service operations; process daily food item sales receipts; complete and document transactions; prepare deposits for pick up.
- Monitor and manage CNS fiscal information to ensure current updates and compliance with accounting and state requirements governing school food services receiving reimbursement; prepare and submit monthly reimbursement claims through online system.
- Maintain point of sale system and related functions, including software and hardware installation and updates, current procedures, and ongoing revisions; train employees and inform staff and community of account balances.

- Develop and maintain accurate student accounts, including free and reduced meal status and meal counts; reconcile account balances for vendors and customers, including online prepayments; ensure accuracy of documentation to meet state, federal, and administrative requirements.
- Research and correct discrepancies; ensure appropriate use of funds in accordance with the established guidelines; monitor, record and return damaged or incorrect items to vendors.
- Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, personnel, requisitions, purchases, transfers, inventory and related activities; ensure appropriate completion of mandated reports in accordance with established timelines.
- Respond to inquiries by students, staff, and the public; provide information such as available food items, type or cost of meals, student accounts and department policies; communicate with staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Oversee and monitor CNS division supplies, materials and items; purchase needed items as required.
- Operate standard office equipment, including a computer and assigned software.
- Train new employees to CNS policies, processes and procedures at cafeterias, kitchens and at school food service sites; provide information regarding site operations and activities.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.
- Assist other CNS personnel to supporting them in the completion of CNS activities.
- Attend employee meetings, conference workshops and conventions.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Pleasanton Unified School District's CNS policies, procedures and policies.
- Basic recordkeeping, inventory control and report writing.
- Safety practices and procedures.
- Quantity cooking and baking.
- Food handling and sanitation.
- Organization and direction of food service operations and activities.
- Applicable State and federal laws, codes, regulations, policies and procedures related to food services.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Coordinate personnel, resources, fiscal activities and information to ensure smooth and efficient food service activities.
- Monitor and assess food service activities for financial effectiveness and operational efficiency.
- Provide direction and leadership.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.

- Plan and organize work.
- Oversee and participate in the preparation and maintenance of records and reports.
- Work within time constraints.
- Operate standard office equipment, including a computer and assigned software.
- Understand and follow oral and written instructions.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

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

Education: High school diploma or equivalent.

Experience: Four (4) years increasingly responsible experience in the maintenance of records, development of reports and monitoring of fiscal data, information and records.

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

- Serve Safe Manager Certification.
- Minimum Annual Training as required by National School Lunch Program (NSLP).

DESIRABLE QUALIFICATIONS:

- Valid Driver's license.

WORKING CONDITIONS:

Environment: Indoor/Food Service work environment. Subject to heat from ovens, and extreme cold from commercial freezers.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing and pulling moderately heavy objects.
- Some stooping, kneeling, crouching, and/or crawling.

Hazards:

- N/A

OTHER:

Required Testing:

- Serve Safe Manager Certification.
- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background 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.