

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: Nutrition Services Operations Technician

BASIC FUNCTION:

Under the direction of the Director of Nutrition Services or an assigned supervisor, performs a variety of data entry, administrative, and clerical duties in support of the Nutrition Services Department; plans and organizes data, reports, materials, documents and spreadsheets; coordinates office activities and communications to relieve the supervisor(s) of administrative and clerical details.

ESSENTIAL DUTIES:

Performs a wide variety of administrative and clerical duties to relieve the supervisor and or department head of administrative clerical details; serves as receptionist for Nutrition Services.

Interviews callers in person and/or by telephone, including other district personnel, parents, students, and the public; provides information or direction to appropriate personnel; provides technical information concerning policies and procedures in accordance with established procedures or guidelines.

Assures timely communication between the Nutrition Services department and other district offices and employees through the appropriate use of any and all of the following techniques: telephone, memos, bulletins, e-mails, letters, and notices.

Creates documents including inter-office communications, budgets, requisitions, agendas, minutes, contracts, forms, letters, monthly menus, flyers, department marketing materials, special reports, projects, and other materials as assigned from straight copy, rough draft, or oral instructions.

Maintains a variety of complex records, logs, lists, and files including materials of a confidential nature; maintaining confidentiality of records and information.

Researches and compiles information and computer-generated statistical information for various reports, including State, County and District reports.

Coordinates communications between the Nutrition Services department and other District staff and the public; schedules appointments and conferences.

Checks records for accuracy and proofreads reports, documents, and other data for accuracy, completeness, and compliance with established standards.

Provides administrative and clerical assistance to other staff members as necessary or directed; maintains an office inventory of supplies and materials; orders supplies and materials, as necessary; prepares purchase orders.

Provides administrative support for site staffing including scheduling substitutes and

coordination of substitute workers; updates daily attendance logs; maintains substitute lists, and conducts new staff orientations.

Assists in menu analysis; recipe formulation and organization, food specification updates, new item updates in ordering systems and inventory.

Organizes and coordinates special diet orders, communications between Nutrition Services and physicians, documentation of special diet orders, database updates, maintenance of logs and files according to regulations and standards.

Maintains equipment files, warranties, and service records; contacts technicians for maintenance and repairs; updates capital equipment list as required.

Determines eligibility status, process, certify, and terminate families/participants in the Free/Reduced Price Lunch program as required by law; keeps confidential records and a variety of records, logs, files and reports required.

Provides and interprets program information, policies, procedures and regulations to parents, staff and the public; communicates with a variety of site and District personnel and administrators regarding program operations, activities, supplies, policies and procedures and student information.

Composes a variety of written materials including reports, records, letters, memoranda, agendas, and statistical data; inputs and updates data on a computer and generates lists and reports as required.

Assists in the creation of content for Nutrition Services website; uploads data, files and records; maintains on-line menu and nutritional data; updates nutritional statistics, adult lunch orders and overall promotional information.

Coordinates computer system integration for Nutrition Services as it relates to the on-line meal application program, CALPADS direct certification and Nutri-kids software integration; ensures accuracy and database alignment.

Assists in the procurement of goods and services for the department; publishes bids, issues requests for proposal, obtains quotes; follows all rules and regulations required in a legal and competitive procurement.

Schedules meetings and appointments for the assigned administrator; prepares agenda items for meetings; maintain records, and prepares minutes for distribution to appropriate personnel.

Operates customary office equipment, such as typewriter, word processor, computer, personal desk assistant, copier, calculator, and other specialized equipment assigned to the Nutrition Services department.

Receives, sorts, and distributes incoming mail. Makes certain that out-going mail is properly addressed and routed.

Prepares and maintains financial, statistical, and budget-related records and files for the

Nutrition Services department.

Makes routine administrative decisions based upon existing administrative guidelines, District policy, Education Code or general instructions.

Accesses and inputs information via the District's computerized records data management system.

OTHER REPRESENTATIVE DUTIES:

May take and transcribe dictation in regard to such items as agendas, minutes, reports, correspondence, memoranda, and bulletins.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to a district-level supervisor or administrator within the Nutrition Services department.

Internal Contacts: Frequent contact with administrative personnel, other secretarial and clerical personnel, warehouse manager, and other district employees.

External Contacts: Ongoing contact with personnel of other school districts, employees of the County Office of Education and Department of Social Services, as well as those of federal, state, and local agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department organization, operations, procedures, policies, and objectives.

Current up-to-date office practices, procedures, and equipment.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Operation of a computer work station and other office machines.

A variety of software programs and their use.

How to prepare reports, special projects, correspondence, and other communications.

Applicable sections of the State Education Code, department specific regulations and other applicable laws.

ABILITY TO:

Perform secretarial and clerical duties and coordinate office activities and communications.

Maintain confidentiality and utilize discretion in all communications.

Operate a variety of software programs.

Perform work independently with little direction.

Keyboard at 45 words per minute from clear copy.

Establish and maintain effective working relationships with others.

Read, interpret, and follow rules, regulations, policies, and procedures.

Operate a variety of office equipment including a computer, word processor, typewriter, personal desk assistant, calculator, copier, and duplicating machines.

Make arrangements for meetings, workshops, and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Perform basic arithmetic calculations, quickly and accurately.

Set schedules and meet time lines.

Communicate effectively both orally and in writing.

Complete work regardless of interruptions.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and one year of college-level coursework and at least two years of responsible experience in clerical or administrative support; or an equivalent combination of training and experience. Additional experience of the specified type may be substituted for the required education. Experience in a school district is preferred.

PREPARED BY: Classified Personnel Department

DATE: 09/24/2015

APPROVED BY: Personnel Commission

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