



Job Description

POSITION CODE: 716
Classified Group: CSEA
Salary Range: 20
Work Days: 261
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POSITION TITLE: Nutrition Education Assistant

DEFINITION: Under direction, provides nutrition-related and clerical support to food services programs in the district; develops partnerships with staff, students, teachers, administrators, and parents to improve awareness of the benefits of eating healthy foods.

DIRECTLY RESPONSIBLE TO: Director, Nutrition Services

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Assist with the development and implementation of nutrition education activities.
2. Assist with taste tests, nutrition surveys and product comparisons to discern student preferences.
3. Assist with evaluation of competitive foods and special dietary accommodation requests to ensure compliance with National School Lunch Program regulations.
4. Assist with the development and organization of nutritional information with visual aids such as presentations, newsletters, promotional materials and website articles.
5. Evaluates food quality per specifications with the goal to increase participation in the National School Lunch and National School Breakfast Programs.
6. Participates in health promotion efforts by assisting with presentations and training workshops.
7. Provides excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others.
8. Performs a wide variety of clerical tasks requiring independent judgment and initiative.
9. Makes appointments and sets up meetings.
10. Checks forms for completeness and accuracy and obtains information as necessary.
11. Assists with modifying and/or devising forms for reporting data as necessary.
12. Initiates and responds to phone calls, e-mails, letters, and other communications
13. Assists with receiving, checking condition, shelving, distributing, and inventorying of materials.
14. Develops and maintains files and records.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

College coursework in nutrition, culinary arts, or related field; previous experience working in food service or a related field is desirable.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

Knowledge, Skills, and Abilities:

- Knowledge of principles of nutrition
- Knowledge of proper food handling, food safety and sanitation practices
- Knowledge of office practices, procedures, and telephone etiquette
- Knowledge of correct English usage, spelling, grammar, punctuation and composition
- Knowledge of modern office equipment and procedures
- Knowledge and skill in use of computers and assorted software programs including Microsoft Excel, Word, Outlook, PowerPoint, as well as web browsers
- Knowledge of filing systems and standard record keeping methods
- Ability to learn, interpret and apply with good judgment the policies and procedures related to assigned function
- Ability to perform work involving the use of a computer, appropriate software packages, and other office equipment
- Ability to compose routine letters, flyers, visual aids, memoranda and bulletins
- Ability to operate various types of office machines and computerized equipment
- Ability to receive and provide information over the telephone or in public in a courteous manner
- Ability to communicate effectively both orally and in writing with administrators, staff, students and the community
- Ability to understand and follow oral and written instructions
- Ability to operate a vehicle observing legal and defensive driving practices
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to maintain work pace appropriate to given workload
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- K-12 cafeteria/kitchen environment for student taste testing
- May drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Sensory ability to distinguish sweet, salty, bitter and sour food
- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Communicate to exchange information in person, with small groups and on the telephone
- Sufficient mobility to move about school sites and district departments
- Operate an automobile
- Transport or move objects up to 25 pounds

Hazards:

- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/9/2017
Adopted: 10/14/2014
Revised: 9/14/2016
Revised: 1/13/2017