

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Child Nutrition Services Tech	Reports to:	Program Administrator/ Supervisor
Department:	Business Services	Classification Unit:	Classified
Board Approval:	7/28/2022 08/10/2023	Current Salary Grade:	26
Job Description Revised:	8/03/2023	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, administer and assist with the various school food service programs on a district-wide basis. Ensure food items ordered meet mandated nutritional requirements, monitor appropriate food and supply quantities to meet the needs for all Child Nutrition personnel to support the success of the Department. 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, supply and food ordering, and site inventory. Adjust distribution and inventories.
- 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 and prepare materials for in-service training programs
- Provide work direction and guidance, technical support, food production reports, ordering, inventory, recipe and product use to assigned personnel as needed.
- Work closely with the culinary management team to ensure menus meet Federal, State and District specific requirements, including the assistance in assessing Medical Modified Meal Plans.
- Oversee multiple sites functions, monitoring meal accounts and evaluating new products and menus.
- 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.
- Communicate with vendors to exchange data and information; obtain quotations and specifications; resolve discrepancies; correct errors; and clarify issues related to purchase orders and deliveries.
- Review documents often of a highly confidential nature, determine accuracy and appropriateness of scanning.
- 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 the 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), serving students occasionally as needed, 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 diploma or equivalent required.

Preferred: a bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences,

nutrition education, culinary arts, business, or a related field; can replace up to 2 years of office experience

Experience: Demonstrated experience and training to ensure successful job performance including a minimum of three (3) 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.
- Valid Certification from the Servsafe Manager Certification Program or equivalent program

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