

### **BRIEF DESCRIPTION OF POSITION**

Under the direction of the Director of Nutrition Services, performs a wide variety of operational and informational duties within Nutrition Services. The Nutrition Services Catering Lead will coordinate and execute catering requests within the District including the district office and school sites. The Catering Lead will support the nutrition services function at the site level.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Coordinates and executes set up for catering events including Board meetings and any additional district meetings as well as site level catering events.
- b. Provides support at the site level in positions where needed when sites are short staffed due to absences.
- c. Orders supplies necessary as directed for catering events and district office needs.
- d. Provide hands on training for systems and processes at the site level.
- e. Uses the nutritional analysis software to run reports as necessary.
- f. Answers phones and takes messages; provides information and assistance to staff members, parents, and others regarding Nutrition Services processes.
- g. Provides clerical support with data entry, and the creation of reports using Microsoft Word and Excel programs.
- h. Operates a computer terminal to input and update data for the Nutrition Services Department.
- i. Creates, duplicates and distributes a variety of documents, including invoices, notices, records, forms and lists.
- j. Operates a variety of office machines including computers, calculator and duplicating machine.
- k. Follows Federal, State and local laws pertinent to the Child Nutrition Program.
- l. Maintains appropriate files and records according to the USDA and CDE requirements.
- m. Enters purchase order requisitions for various outside vendors and the district warehouse.
- n. Compiles site paperwork into required weekly and monthly reports.
- o. Compiles and provides data entry for reports regarding site cash deposits, meal counts, invoices and monthly inventory.
- p. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of**

- Safe food handling techniques
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Verbal and written communication skills
- Special Education laws; school organization, operations, and policies

#### **Ability to:**

- Learn and explain Federal, State and District regulations and policies related to the School Breakfast Program, the National School Lunch Program and the At Risk After School Supper Program.

- Understand and follow verbal and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Meet schedules and time-lines.
- Maintain records and prepare reports.
- Complete assignments with many interruptions.
- Type at 40 words net per minute from clear copy.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively.
- Use spoken and written English effectively in contacts with individuals and groups.
- Operate various office equipment, including computers, calculator and duplicating machine.
- Learn to interpret and explain rules, regulations, policies and procedures.
- Organize time and prioritize.
- Maintain a variety of files.

## REQUIREMENTS

<b>WORK YEAR:</b>	Classified Employee (11 months/8 Hours per day)
<b>EDUCATION:</b>	High School Diploma or GED (required)
<b>EXPERIENCE:</b>	One-year food service and catering experience (preferred) Experience working with computers and various software programs (preferred)
<b>OTHER:</b>	Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks. Valid California Driver's license (required) Food Handlers Safety Certification (required within 3 months of hire) Manager Serv Safe Certification (required)
<b>SALARY:</b>	Classified Employee Salary Schedule Range 13
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance
<b>WORKING CONDITIONS:</b>	Office and school environment. May be subject to constant interruptions and frequent contact with students, employees and the public. Subject to occasional noise from computer operation, and visual exposure to computer screens.