



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: STUDENT NUTRITION OPERATIONS SPECIALIST

REPORTS TO: Director of Student Nutrition

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Months

SALARY: Range 138 – Classified Salary Schedule

BOARD APPROVED DATE: OCTOBER 10, 2024

JOB SUMMARY:

Under the general supervision of the Director of Student Nutrition, the Student Nutrition Operations Specialist supports Student Nutrition staff by performing varied general clerical support and assisting in preparation and distribution of meals including special events. Clerical support includes word processing, electronic record keeping, document preparation, maintaining accurate meal counts, invoices, and managing Student Nutrition accounts. The role requires independent judgment and the ability to identify issues that need supervisory attention while following state, county, and District guidelines. May perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Organize files and update department documents and databases including ordering forms, recipe book, resource guide, meal accounts, and other related department files.
2. Respond to department correspondence such as phone calls and emails in a timely manner with customer service.
3. Process clerical reports, verify department forms and submissions for accuracy prior to submission.
4. Update electronic media including annual notices, meal application processes, menus, and other public-facing and departmental communications.
5. Verify accuracy of absence reporting and communicate with staff to update reports.
6. Compile and verify accuracy of meal count data, production sheets, and inventory and prepare related reports by category and site.
7. Ensure District records and documents are properly stored, classified, and up to date.
8. Prepare and review reports, invoices, and reimbursement claims for accuracy prior to submission.
9. Receive and review meal applications for the National School Breakfast and Lunch Programs for completeness, accuracy, and conformance with state and federal guidelines and communicate with parents regarding eligibility.
10. Conduct verification review of meal application submissions for compliance with state and federal eligibility.
11. Attend webinars/training pertaining to the District and department's annual requirements.
12. Quickly and accurately perform basic math operations and money handling.
13. Communicate, coordinate, and submit data to the Senior Accountant for processing.
14. Meet work schedules, timelines, and deadlines and work independently.
15. Communicate effectively both orally and in writing.
16. Support department staff with implementation of program standards.
17. Operate a variety of office equipment including a computer, assigned software, printer, scanner, and other related equipment.
18. Establish and maintain cooperative and effective working relationships with others.
19. Perform other/related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent (GED).
- One (1) of general clerical experience is preferred.
- One (1) year of experience performing work involving food preparation using standard kitchen tools and equipment, serving food in large quantities, and handling money is preferred.
- Bilingual in Spanish is preferred.

KNOWLEDGE OF:

- Principles, practices, and terminology of financial and record keeping and data entry practices.
- Proficiency in Microsoft Office, Google Suite, email, and data entry in a variety of District databases and software.
- Knowledge of modern office methods, practices, and procedures.
- Basic arithmetic conducted with speed and accuracy.
- Strong interpersonal skills with an emphasis on professionalism.
- Record-keeping experience with forms, filing systems, and organizational techniques and practices.
- Understanding of inventory control techniques and practices.
- Understanding of applicable District policies and procedures and State Education codes applicable to area of assignment.

ABILITY TO:

- Perform clerical work with speed and accuracy.
- Use a computer and a variety of District software as required.
- Understand and follow oral and written directions.
- Enter data into databases and verify information.
- Work independently to plan, organize, manage time, and meet deadlines consistently.
- Work cooperatively with a wide variety of diverse personalities and situations requiring diplomacy, composure, friendliness, and poise in challenging situations.
- Maintain, track, and file accurate records and documents.
- Compose clear, complete, and concise oral and written correspondence using correct grammar, syntax, punctuation, and spelling.
- Maintain harmonious working relations with coworkers, students, parents, vendors, and school employees in a positive and constructive manner.
- Gather and review data for compliance with procedures.
- Identify and report workplace hazards and adhere to health and safety regulations.
- Meet schedules and timelines.
- Observe health, sanitization, and safety requirements.
- Adapt to various work situations and/or circumstances.
- Meet District standard of professional attitude as outlined in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Meet and understand State of California Universal Mandated Meals Program, Ed Code Section 49501.5.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Stamina sufficient to stand for extended periods of time.

- Ability to operate a computer keyboard, copier and related office equipment
- Speech and hearing sufficient to receive instructions and relay information.
- Physical strength sufficient to push, carry, and lift 35 lbs.
- Ability to work in a fast paced environment.
- Physical stamina to stand, reach overhead above shoulders and horizontally, bend, lift, crouch, kneel, and squat.
- Exposure to heat, noise, and temperature extremes.

LICENSE AND OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and a satisfactory driving record.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.
- Must obtain a ServSafe certificate within 6 months of employment and must re-certify within 6 months of expiration of certificate.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.