

**CLASSIFIED JOB DESCRIPTION**

---

**CHILD NUTRITION TECHNICIAN**

---

**JOB SUMMARY:**

Under general supervision of the Child Nutrition Services (CNS) Program Manager, performs a variety of CNS office/clerical duties requiring knowledge applied at the District level, and performs related work as required. Ensures accurate oral Spanish translations. Maintains effective working relationships with staff, parents, community, and outside food consultants. May be required to work in a school kitchen as needed.

**ESSENTIAL JOB FUNCTIONS:**

- Acts as receptionist for the Department, acts as Secretary to the CNS Program Manager.
- Assists in processing federal meal applications to determine student eligibility for the Free and Reduced Meal Program.
- Ability to communicate in English and Spanish policies and procedures of federal meal applications.
- Assists in providing meal code information for special sessions (Extended School Year, Special Opportunities Session, Summer School, etc.)
- Assists in providing data on student meal account balances that require adjusting.
- Interfaces with Student Information System as it applies to CNS.
- Provides parental support by translating and interpreting information to Spanish speaking parents.
- Answers and initiates phone calls, takes verbal messages, and responds to requests for CNS information.
- Sorts and files documents according to predetermined classification.
- Receives, sorts, and distributes mail.
- Places orders from the Warehouse, as well as non-stocked items.
- Calls vendors for pricing.
- Verifies Department absences from Subfinder to absence card.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to tactfully handle stressful, difficult situations.
- Ability to plan and conduct secretarial and clerical operations of a complex nature involving transactions requiring accountability and accurate controls.
- Knowledge of modern office practices and procedures.
- Ability to communicate effectively in English and Spanish language usage, spelling, and punctuation.
- Ability to maintain information of a confidential nature.
- Ability to get along well with others. Ability to work as a team member.
- High school diploma or GED required.
- Current Food Handlers Card.
- Typing certificate of 55 net words per minute.

*Classified Salary Schedule: Range 31*  
*BOARD APPROVED: 12/9/08*  
*REVISION DATES: 7/16/23*  
*08/09/2023*