

CLASSIFIED JOB DESCRIPTION

CHILD NUTRITION SPECIALIST

JOB SUMMARY:

Under general supervision of the Manager-Accounting/Child Nutrition Services and the CNS Program Supervisor, performs a wide variety of complex secretarial and complex clerical duties requiring specialized knowledge applied at the district level. Coordinates procedural aspects of the National School Meals Program application process at the district level. Coordinates administrative aspects of the Point of Sale system at the district level. Maintains and designs reports and files of a simple to moderately complex nature using a computer. Interprets Federal, State and district policies and practices for the purpose of communicating information in the appropriate form to other district employees, community members and parents. Maintains effective working relationships with staff, parents, community, and outside food consultants.

ESSENTIAL JOB FUNCTIONS:

- Processes/approves Federal meal applications to determine student eligibility for benefits.
- Verifies Federal school meal program applications.
- Provides meal code information for special sessions (ESY, SOS, summer school, etc.).
- Files Federal meal applications.
- Provides data on student meal account balances that need adjusting.
- Interfaces with SIS system as it applies to Child Nutrition Services.
- Maintains database for the point of sale system at the district level.
- Acts as district resource for CNS site staff.
- Polls sites daily for the purpose of updating site databases and administrative databases.
- Uses computer Windows 98 Office Suite to create basic CNS forms and files.
- Maintains and distributes rosters/meal codes for sites not on computerized POS system.
- Maintains manual CNS office files.
- Uses district computerized financial system to maintain annual inventory records, to generate requisitions and purchase orders and to update CNS stores catalog.
- Maintains accurate and up-to-date Federal and State records pertaining to student eligibility for subsidized meals.
- Orders office supplies including supplies for office equipment operation.
- Maintains computerized files for the purpose of tracking catering billing.
- Clarifies and provides explanation of NMSP guidelines to community and site staffs.
- Trains and directs additional CNS temporary or seasonal workers.
- Generates/maintains computerized staffing lists for school sites.
- Types CNS correspondence using typewriter or computer keyboard.
- Distributes CNS paperwork and materials.
- Schedules and notifies CNS staff of appointments, meetings and information on an occasional basis.
- Collects CNS time cards for approval by program supervisor and verifies absences.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Must have evidence of recent successful clerical experience at a level equivalent to a Clerk-typist III.
- Ability to plan and conduct secretarial and clerical operations of a complex nature involving transactions requiring accountability and accurate controls. Operate a keyboard or typewriter at a speed of 50 words per minute from clear copy; make arithmetical calculations with speed and accuracy; cooperate with those contacted in the course of work; direct a small group of clerical and related workers; operate a variety of office machines.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing and general office equipment operation; correct English language usage, spelling and punctuation; principles of supervision.
- High school diploma or GED required, preferably including, or supplemented by courses in typing and office procedures and recent experience in office management.

Classified Salary Schedule: Range 33
BOARD APPROVED: 8/19/97
REVISION DATES: 12/8/98
3/28/00
7/1/02
7/16/23
08/09/2023