



CHILD NUTRITION SPECIALIST JOB DESCRIPTION

JOB SUMMARY:

Under the direction of the Child Nutrition Services Director, performs complex and highly specialized administrative and accounting duties; provides public relations and communication services; coordinates procedural aspects of the National School Meals Program; coordinates administrative aspects of the Point-of-Sale system; maintains and designs reports and files of a simple to moderately complex nature; interprets Federal, State, and district policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, and implement all Child Nutrition Services (CNS) program activities, ensuring strict compliance with all federal and state laws and regulations.
- Serve as the person in charge during the absence of the Child Nutrition Services Director, assuming temporary food-service duties and performing other related duties as assigned.
- Manage and maintain all confidential and mandated CNS operational data (e.g., NSLP, SBP, Verification, Direct Certification) by accurately inputting, verifying, and tracking information in computerized record-keeping systems and maintaining associated digital and paper files.
- Interface with the Student Information System (SIS) to manage CNS data, run monthly Direct Certification reports, and accurately process, approve, verify, and disseminate all student meal eligibility information.
- Manage CNS financial documentation and budget oversight, including purchase orders, collecting fees, assembling, verifying, and filing accounting data, preparing and processing invoices/departmental bills, and assisting with balancing, adjusting, and reconciling accounts.
- Support all procurement activities, including ordering and tracking CNS program supplies, food items, equipment, and materials on established schedules, and accurately checking in and verifying deliveries.
- Provide comprehensive administrative, clerical, and technical support—including record preparation, proofreading, and filing—and independently prepare and format a wide range of official communications (letters, reports, requisitions, and memos) for staff, school sites, parents, and the community.
- Schedule and coordinate meetings, trainings, and appointments, preparing agendas, recording minutes, and accurately responding to telephone inquiries, providing information on CNS procedures, policies, and services.
- Oversee and manage departmental personnel data by generating and maintaining CNS staffing lists, initiating personnel action forms (PAF), processing related data in the district's financial/personnel system, and maintaining all staff timesheets, absences, and substitute allocations.
- Train, support, and provide direction to new/temporary CNS staff, serve as a resource for school site personnel, and coordinate participation in professional development activities.

- Ensure seamless daily communication and logistical support for all school sites regarding operational needs, issues, and supply requests.
- Coordinate all aspects of special diets across school sites, ensuring appropriate accommodations and clear communication with parents and site staff.
- Create compliant documentation by generating monthly menu forecasts and production records (components, servings, time/temperature logs).

QUALIFICATIONS:

Knowledge of:

- National School Lunch Program (NSLP), School Breakfast Program (SBP), and all other Federal and State regulations and guidelines related to child nutrition programs, including specific knowledge of the administrative review process, mandated reporting, and eligibility determination criteria.
- School meal program eligibility processes including Direct Certification, Verification, and application processing; the interpretation and dissemination of student eligibility data.
- Compliance requirements for menu forecasting, production records, and mandated documentation (e.g., components, servings, time/temperature logs).
- Special dietary accommodation requirements and procedures for ensuring appropriate communication and compliance across school sites.
- Principles of public sector bookkeeping, accounting, and fiscal monitoring, including account balancing, adjustment, reconciliation, purchase order processing, invoice preparation, and budget tracking.
- Advanced organization and management of complex office functions necessary to coordinate a high-volume, deadline-driven program.
- Modern office methods and equipment, including advanced proficiency in computer software applications for word processing, spreadsheet management (e.g., Microsoft Excel), and complex report generation.
- Child Nutrition database systems (Point-of-Sale systems) and the necessary procedures for interfacing with the district's Student Information System (SIS) to manage, track, and integrate confidential CNS-related data.
- District's financial/personnel system for processing personnel action forms (PAF), maintaining staff lists, timesheets, absences, and substitute allocations.
- Techniques in guiding, training, and directing the work of others (new, temporary, or school site staff).
- Inventory control, food ordering, and procurement procedures for food items, equipment, and materials, including receiving, order verification, and tracking.
- Food handling techniques, including storage, proper temperature control, sanitation, and safety laws/practices related to preparing, handling, and serving food.
- Operation of commercial kitchen equipment and the standard tools, utensils, weights, and measures used in foodservice.
- Oral and written communication skills necessary to compose and format both routine and complex correspondence (letters, reports, memos) independently.
- Correct English usage, spelling, grammar, punctuation, and arithmetic.
- Interpersonal skills using tact, patience, and courtesy in providing public relations, responding to inquiries, and representing the program to parents, staff, and the public.
- Proper lifting techniques.

Ability to:

- Understand, interpret, and effectively carry out complex oral and written instructions, including Federal, State, and District policies, to plan, organize, and implement all CNS program activities and ensure strict compliance with all mandated regulations (NSLP/SBP).
- Accurately input, verify, track, and manage large volumes of confidential operational data within computerized record-keeping systems (including POS and SIS), and run, interpret, and disseminate specialized reports (e.g., Direct Certification, eligibility data) with high precision.
- Perform advanced arithmetic calculations with speed, accuracy, and attention to detail to manage financial documentation, assist with budget oversight (balancing, adjusting, and reconciling accounts), and process complex invoices, purchase orders, and departmental bills.
- Compile, organize, and maintain accurate records (both paper and digital) for all aspects of the program and prepare clear, concise, and comprehensive reports required by management and regulatory bodies.
- Perform complex administrative and clerical duties requiring independent judgment and a thorough understanding of department and district procedures; organize tasks efficiently, meet schedules, and adhere to timelines with accuracy.
- Use computers, software applications (Google Workspace, Microsoft Office), and various district/program platforms effectively for advanced data entry, communication, complex document preparation, and creating/maintaining documents and standardized templates for CNS operations.
- Independently compose and format a wide range of official correspondence (letters, reports, memos) using proper grammar, punctuation, and clarity, while adhering to professional document standards (typing speed 40 WPM net corrected).
- Schedule, coordinate, and organize meetings, trainings, and appointments, accurately recording and distributing agendas and minutes; assist in managing administrative office operations, establishing work priorities, and developing, improving, or modifying office procedures to meet evolving needs.
- Communicate clearly, courteously, and effectively with individuals at all levels (district staff, school sites, parents, and the public), providing professional public relations and accurate information regarding CNS policies and services.
- Plan, organize, and direct the work of others, providing clear guidance and support to new, temporary, or school site staff, and serving as an effective resource for personnel issues (e.g., timesheets, substitute allocation).
- Coordinate all aspects of special diets across the district.
- Exercise discretion, tact, diplomacy, and maintain strict confidentiality in all job-related matters; make sound, common-sense decisions in both routine and critical situations, including serving as person in charge during the Director's absence.
- In conjunction with the program Director, oversee food ordering, inventory, and procurement processes; check in and verify deliveries accurately; and ensure seamless daily communication and logistical support for school sites.
- Serve food in compliance with all health and sanitation regulations; operate and clean a variety of food service equipment safely and effectively when assuming temporary food-service duties.
- Estimate food needs, adjust recipes for quantity, maintain portion control, and ensure consistent quality.
- Work independently and collaboratively as part of a team (ensuring cooperative working relationships) while maintaining productivity and professionalism under pressure, time-sensitive demands, and frequent interruptions.
- Maintain regular and consistent attendance.
- Demonstrate flexibility and adaptability when routines, duties, or the work environment change.

Education & Experience:

- Equivalent to completion of twelfth grade, including or supplemented by courses in office procedures and accounting.
- A minimum of two (2) years of increasingly responsible experience performing complex and specialized administrative, technical, or fiscal work.
- A minimum of two (2) years of experience in a position directly related to the administration, compliance, or fiscal management of the National School Lunch Program (NSLP), School Breakfast Program (SBP), or other closely regulated Child Nutrition programs.

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is varied and dynamic, encompassing both standard administrative settings and specialized food service areas:

- Work is performed in a Central Kitchen office environment (primary administrative base), school site kitchens, outdoor receiving areas, and general warehouse/storage environments. Frequent driving of a personal or District vehicle is required to travel between school sites and other work locations.
- Regularly exposed to intermittent noise, frequent interruptions, and a fast-paced, dynamic operational atmosphere.
- Occasional exposure to extreme temperatures (e.g., heat from ovens/cooking equipment, extreme cold from refrigerators and freezers); wet and/or humid conditions; cleaning/sanitizing agents; and fumes or airborne particles (flour, cooking odors).
- Requires the ability to sit or stand for extended periods; operate computer and office equipment; communicate effectively (oral and written); and meet typing requirements.
- Lift, carry, push, and pull medium to heavy objects (up to 50 pounds) using proper lifting techniques.
- Stand, walk, and bend frequently.
- Work near potential hazards, including exposure to boiling water, very hot foods and equipment, extreme heat and cold, and sharp objects (knives, slicers, mixers) in a commercial kitchen setting.
- The noise level ranges from moderate in the administrative office to loud in the central kitchen and production areas.

Physical Abilities:

The physical demands below are representative of those that must be met by an employee to successfully perform the essential administrative, operational, and food service support functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to frequently lift, carry, push, or pull heavy objects, weighing up to 50 pounds (e.g., cases of food, supplies, loaded food carts, storage racks, and materials).
- Standing or walking for extended periods of time on potentially hard surfaces in both office and kitchen environments.
- Ability to reach overhead, above the shoulders, and horizontally, as well as frequently bend at the waist, kneel, or crouch to access supplies, equipment, and records.

- Hearing and speaking to exchange information clearly, communicate with staff and parents, and respond to telephone inquiries, often over moderate to loud noise levels.
- Seeing to observe food production, verify delivery orders, check for compliance, proofread complex documents, and monitor food service activities.
- Dexterity of hands and fingers for tasks requiring precision and speed, including operating a computer and various office equipment, handling kitchen tools, and performing repetitive hand and upper extremity motion (e.g., data entry, typing, food preparation tasks).

OTHER:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.
- Possession of a valid California Motor Vehicle Operator's License.
- Valid SERV Safe Food Manager's Certificate (or equivalent Food Safety Certificate from a Department of Health approved organization).
- Complete up to six (6) hours of Professional Development annually related to school nutrition, as determined by the USDA.

CLEARANCES:

- Criminal Justice and FBI Fingerprint Clearance.
- Tuberculosis Clearance (Negative TB test result plus periodic post-employment retest as required).
- Pre-employment physical exam and drug screening clearance.

Range: 13

Board Approved: 05/19/2026