



CHILD NUTRITION SERVICES OPERATIONS ASSISTANT JOB DESCRIPTION

JOB SUMMARY:

Under the direction of the Director of Child Nutrition Services, perform a wide variety of specialized and complex clerical, secretarial, and hands-on assistance to support Child Nutrition operations. This includes preparing and maintaining various financial records and reports, providing specialized information and assistance to staff and the public, and assisting with the central kitchen and/or school site operations, including training and providing work guidance to school site staff. The role also involves relieving the Director of administrative and technical details and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a wide variety of specialized and complex clerical and secretarial work in support of operations and activities related to Child Nutrition; coordinate flow of Child Nutrition office communications; relieve the Director of Child Nutrition of administrative/technical details.

- Perform a wide variety of specialized and complex clerical and administrative duties in support of Child Nutrition operations.
- Coordinate the flow of Child Nutrition office communications; serve as a liaison between the Child Nutrition office, schools, and staff to exchange information, address needs, and resolve issues.
- Initiate and receive telephone calls; screen and route calls; take and relay messages; and respond to inquiries by providing accurate information related to Child Nutrition functions, policies, and procedures.
- Compose, prepare, and review correspondence, bulletins, reports, and other documents for accuracy, grammar, format, and consistency with department standards; prepare routine correspondence as needed.
- Prepare and maintain financial records, statements, and reports; assist with payment processing, posting, balancing, adjusting, and reconciling accounts.
- Count money received for meal sales, issue receipts, and prepare required deposits and reports.
- Establish, organize, and maintain complex and confidential records, files, schedules, databases, spreadsheets, and logs, including records related to shipments, inventory, food donations, and leftover food.
- Input and maintain a variety of information—including confidential data—into computerized record-keeping and data management systems.
- Monitor and evaluate daily meal production numbers using historical data to ensure sites receive appropriate quantities of food.
- Assist in the daily operations of the food service program, including program compliance, food safety protocols, and support for central and school site kitchens.

- Visit school sites to coordinate food service activities, observe operations, and confer with staff; assist in monitoring food service activities to ensure food quality, quantity, sanitation, and safety meet established standards and regulations.
- Assist the Child Nutrition Director in conducting school site kitchen reviews to ensure program compliance; monitor equipment, storage practices, and site operations, and communicate any needs or corrective actions to the Child Nutrition office.
- Assist in resolving school site issues and conflicts related to food service in a timely and professional manner.
- Support the training and onboarding of new food service staff, including on-site training and operational assistance.
- Coordinate, compile, and organize all donated food and required documentation for school sites.
- Assist in purchasing food and supplies for school sites in accordance with program requirements.
- Participate in updating department procedures and processes based on federal, state, and local guidelines.
- Conduct special projects assigned by the Child Nutrition Director (e.g., equipment or product evaluations, operational efficiency studies), including gathering data, evaluating alternatives, preparing recommendations, and completing written reports.
- Demonstrate initiative by identifying potential problems or opportunities for improvement and taking appropriate action.
- Coordinate, attend, and participate in meetings and in-service trainings; schedule and support training and meeting logistics.
- May be required to assume temporary or short-term duties of food-service positions in the central kitchen or at school sites.
- Perform other related duties as assigned.

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 mandated reporting, eligibility determination criteria, and program compliance.
- Financial reports and statistical records, reimbursements, and other documents/reports related to child nutrition services.
- Daily operations of the food service program, including details of site equipment, logistics, service, and staffing.
- Modern office methods and equipment, including proficiency in computer software applications for word processing and spreadsheet management (e.g., Microsoft Excel).
- 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:

- Compile, prepare and maintain accurate records, logs, and reports.
- Meet schedules and timelines.
- Assist with daily procedures and special diets across the district.
- Train and provide work guidance to school site staff.
- Understand, interpret, and effectively carry out 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).
- Perform arithmetic calculations with speed, accuracy, and attention to detail.
- Exercise discretion, tact, diplomacy, and maintain strict confidentiality in all job-related matters.
- 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.
- Use computers, software applications (Google Workspace, Microsoft Office), and various district/program platforms effectively for data entry and communication.
- 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
- Additional training in food safety, HACCP, or school nutrition program regulations is highly desirable.

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: 10.5

Board Approved: 05/19/2026