

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: CHILD NUTRITION ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Director, Child Nutrition provides a wide variety of complex and confidential administrative and secretarial support, acts as a liaison between schools and the Child Nutrition office.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Compiles data from a wide variety of sources, prepares reports, and other information for assigned administrator and/or audit trail.

Composes a variety complex documents in conformance with established guidelines.

Coordinates a wide variety of projects, functions and/or program components and ensure the completion of activities and/or delivering services in a timely fashion.

Maintains a wide variety of manual and electronic documents files and records and up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a wide variety activities on behalf of assigned Administrator and achieve goals and meet target dates in compliance with established guidelines and regulatory requirements.

Participates in a variety of meetings, workshops, and/or trainings, and support the needs of the attendees.

Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature, document activities, and provide written reference.

Processes a wide variety of documents and materials, disseminated information in compliance with program, district, state and/or federal requirements, including USDA meal applications.

Proctors written exams of applicants in accordance with established guidelines.

Represents assigned Administrator in their absence and convey and/or gather information required for their functions.

Responds to a wide variety of inquiries from internal and external parties provide information, facilitate communication among parties and provide direction.

Schedules a wide variety of activities and make necessary arrangements for assigned administrator.

Supports assigned administrative personnel with their functions and responsibilities.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs functions of Child Nutrition Workers to meet the District's nutritional services staffing needs.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic math, calculations using fractions, percents, and/or ratios; accounting/bookkeeping principles.

Business telephone etiquette.

Common office machines.

Concepts of grammar and punctuation.

Handling and storage of food in quantity.

Health standards and hazards.

Methods of industrial cleaning.

Methods of preparation.

Office methods and practices.

Proper maintenance and operation of modern equipment.

Quantity cooking.

Read technical information, compose a variety of documents, and/or facilitate group discussions.

Safety practices and procedures

**ABILITY TO:**

Adapt to changing work priorities.  
Displaying mechanical aptitude.  
Flexibility is required to work with others in a wide variety of circumstances; communicating with diverse groups.  
Gather, collate, and/or classify data.  
Maintaining confidentiality.  
Meet deadlines and schedules; set priorities.  
Operate equipment using standardized methods.  
Problem solving is required to identify issues and create action plans.  
Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate.  
Schedule activities, meetings, and/or events.  
Work as part of a team.  
Work with a significant diversity of individuals and/or groups  
Work with data of varied types and/or purposes, and utilize a variety of job-related equipment.  
Work with data utilizing defined and similar processes.  
Work with detailed information/data; often with frequent interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and three years of paid experience in the food service industry with one year of District experience in the Child Nutrition Department preferred.

**EQUIVALENCY:**

High school graduation or equivalent and three (3) years of paid experience in the food service industry with one year of District experience in the Child Nutrition Department preferred

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid Food Safety Manager Certificate (ServSafe Certificate or its equivalent).  
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; Constant interruptions.  
Food service environment. (Occasional)

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.  
Reaching overhead, above the shoulders and horizontally to retrieve files or materials.  
Lifting, carrying, pushing or pulling light objects.

**HAZARDS: (Occasional)**

Heat from ovens.  
Exposure to very hot foods, equipment, and metal objects.  
Working around knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 04/22/13, 9/28/17