



Child Nutrition Services Technician

Department/Division:	Business Services
Reports To:	Chief Business Official and/or Site Administrator
Provides Direction To:	Assigned personnel or None
FLSA Exemption Status	Classified Bargaining Unit
Date Prepared	September 19, 2022
Board Approved by Board:	October 19, 2022
Classification Unit:	Classified
Salary Schedule:	Classified 31-00 & 32-00

JOB SUMMARY:

Under the general supervision of the Chief Business Official, Nutrition Manager, and/or Site Administrator, performs morning and day child nutrition services activities at an assigned school site and/or other assigned District facility, assist with child nutrition duties, oversee and support in food service operations. Work in conjunction with Nutrition Manager and assigned classified staff in the completion of assigned tasks

ESSENTIAL FUNCTIONS:

- Input, retrieve, and compile data from a variety of sources related to Child Nutrition Services daily operations, including nutrition specifications, food ordering, and site inventory.
- Assist Program Administrator to ensure compliance with federal, state, and administrative requirements; ensure accuracy of input data.
- Prepare written materials to document activities, generate department reports, forms, labels, records, memos, provide written reference and/or convey information.
- Assist in training and provide work direction and guidance to assigned personnel.
- Respond to employee/public inquiries to provide information and/or direction.
- Participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations; ensure completion of mandated reports in accordance with established timelines.
- Review documents often of a highly confidential nature, determine accuracy and appropriateness of scanning.
- Support in food service meal counts; prepare, balance and account for daily meals counts; review and verify accuracy of meal transactions.
- Communicate with students, staff, families and outside agencies to exchange information, coordinate activities and resolve issues or concerns; respond to inquiries of students, staff, parents, and the public.
- Operate standard office equipment including a computer, scanner/printer and assigned software.
- Assist other personnel in the completion of their work activities including Point of Sale (POS) information and computer related issues
- Willingness and ability to learn necessary technology skills as related to job duties, communication, and data tracking. Examples may include, but are not limited to email, text messaging, online logs/databases, iPad, smart phone, and radio (walkie-talkie).
- Assists with recycling and “green” incentive programs.
- Inspects equipment used on a regular basis for function and required servicing.
- Perform related work as assigned.

OTHER JOB-RELATED DUTIES:

- Inventory and pickup food items from sites as needed
- Administrative State Audit/Procurement Audit
- Attend Health & Wellness Committee
- Annual RFP and/or extension of current contract
- Field Trip lunch coordination
- Direct Certification Reports
- Correct Site Inspection findings

REQUIRED QUALIFICATIONS:

Knowledge of:

- Mathematic calculations, cashiering skills, and point of sale systems.
- Operation of a computer and assigned software.
- Able to compose spreadsheets for data collection and distribution.
- Applicable laws, codes, regulations, policies and procedures.
- Proper English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Office methods and practices; record keeping practices.
- Food handling and sanitation procedures.
- Proper lifting techniques.
- The National School Lunch and Breakfast Program and their related requirements.
- Basic knowledge of the proper methods, materials, tools and equipment used in school kitchen care and routine maintenance.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and bloodborne pathogens.
- Sufficient reading and writing ability in English to read work and safety instructions and document work activity onto standardized forms.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Operate a computer and assigned software programs.
- Work with similar types of data; utilize specific, job-related equipment.
- Work with others, using problem solving skills to analyze issues, create plans of action and reach solutions.
- Requires the ability to perform all essential duties of the position with general supervision at an assigned school site or other District facility.
- Use cleaning materials and equipment in a safe and efficient manner.
- Maintain District kitchen and adjacent grounds in a clean, orderly and secure condition.
- Apply specific abilities required to satisfactorily perform the functions of the job including: maintaining confidentiality.
- Establish and maintain cooperative and effective working relationships with others.
- Work closely with site administrators.
- Work with detailed information/data.
- Meet schedules and timelines; work under time constraints.
- Communicate effectively both orally and in writing.
- Maintain various records related to work performed.
- Drive to multiple sites during the work day

DESIRABLE QUALIFICATIONS:

- Proficient in Word, Excel and Google Docs.
- Bi-lingual

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, **preferred**. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Food Protection Manager Certification - can receive after hire

Valid California Driver's License

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing up to 100 pounds or more with assistance on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjusts focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and District employees. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

Employees regularly work in an indoor environment, including damp or wet areas, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs. Utilize recommended safety and reporting measures.