

## VISTA UNIFIED SCHOOL DISTRICT

### CHILD NUTRITION SERVICES OPERATIONS ASSISTANT

#### **Purpose Statement**

The purpose of a Child Nutrition Services Operations Assistant is to provide support to the child nutrition services department activities; compile and maintain a variety of data and information for reporting and reference purposes; provide information to others; arrange for substitute coverage; provide assistance with site monitoring of activities, equipment, and software used in the Child Nutrition Services Department.

This job reports to the Director of Child Nutrition Services.

#### **Essential Functions**

- Assists administrator in preparing daily schedules (e.g., interviews, meetings, appointment calendar, etc.) for the purpose of providing administrative support.
- Assists departments and sites with the child nutrition services program for the purpose of delivering services in compliance with established guidelines.
- Assists in the training of staff on software and department procedures and related services for the purpose of providing direction and developing professional skills.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Compiles data (e.g., work orders, financial reports, specialized reports, payroll and personnel records, purchase orders, professional development; site monitoring reports; etc.) for the purpose of preparing reports, processing requests, and/or ensuring compliance with federal, state, and local laws and regulations.
- Coordinates substitute coverage (e.g., arranges for substitute coverage, enters information into substitute and employee management system, provides orientation and information to substitutes, etc.) for the purpose of providing support services for students.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Maintains a variety of manual and electronic documents, files, and records (e.g., employee and payroll information, professional development logs, evaluation schedules, etc.) for the purpose of documenting activities and providing an up-to-date reference and audit trail for compliance.
- Performs general clerical functions (e.g., scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Prepares a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing reference, conveying information, and complying with established administrative requirements.
- Processes a variety of forms, documents, and materials (e.g., free and reduced meal applications, time sheets, work orders, requisitions, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Provides administrative support for department and/or in-service meetings (e.g., prepares agendas, compiles data, distributes minutes/reports, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Schedules activities (e.g., events, appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing support and assistance with their functions and responsibilities.

### **Other Functions**

- Performs the duties of a Child Nutrition Services Lead as needed for the purpose of ensuring that assignments are covered, meeting District and program guidelines, and adhering to appropriate federal, state, and local laws and regulations related to child nutrition services programs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in a commercial kitchen;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- operating standard office equipment including utilizing pertinent software applications;
- quantity food preparation and handling;
- recordkeeping and record retention practices;
- safety practices and procedures;
- sanitation practices;

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;

- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High School Diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and three years of experience in the planning, preparation, and service of food in large quantities, including experience with food service computerized systems and regulated programs.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License

Obtain Food Manager Safety Certification accredited by the American National Standards Institute (ANSI) within thirty (30) days of employment and maintain certification throughout employment in this classification.

**Continuing Educ. / Training**

**Clearances**

Complete a minimum of six (6) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Established: 03/16/2004  
Revised: 04/08/2009  
Revised: 04/09/2019

**Salary Grade**

Classified, Range 50