



CHILD NUTRITION SPECIALIST

DEFINITION:

Under general supervision of the department director, performs complex and highly specialized secretarial, clerical and accounting duties; assists director with clerical and administrative detail; and performs public relations and communication services and other related work as assigned.

DUTIES:

Performs a wide variety of clerical and technical work including typing, proofreading, filing, verifying, and posting information for records and reports; composes simple or routine letters; receives telephone inquiries and gives factual information and assistance whenever possible; takes and transmits messages as appropriate; inputs a variety of information, including confidential data into a computerized record keeping/data processing system. Receives, assembles, tabulates, calculates, verifies, processes and files accounting data; performs responsible tasks related to the preparation and processing of routine worksheets and reports; may assist in processing invoices for payment, posting information, balancing, adjusting and reconciling accounts. May be required to assume temporary or short term duties of food service related positions. Plans and follow up to ensure that functional deadlines are met; schedule meetings; arranges correspondence for supervisor's personal reply in order of priority with appropriate background material attached for reference; independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the Child Nutrition Dept or the District; assists in preparing information for budget, monitors budget status; takes minutes at group meetings; prepares and distributes minutes; takes dictation, revising as necessary to improve grammar and structure; composes technical and difficult correspondence and memos independently or from brief verbal instructions or notes; types letters, reports, and requisitions; makes entries on forms, devises format as required; compiles reports from data submitted by others, using independent judgment in securing and categorizing this data; collect fees, complete forms and submit to appropriate department as needed; provides specific information to the general public and District personnel regarding the District's policies and procedures. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- basic principles of bookkeeping and accounting
- organization and management of office functions
- modern office methods and equipment including computers, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- correct English usage, spelling, grammar, punctuation, and arithmetic
- techniques in directing the work of others

Ability to:

- compile and maintain accurate records and prepare clear and concise reports
- make arithmetical calculations with speed and accuracy
- type at a net corrected speed of 40 words per minute
- understand and carry out oral and written instructions
- establish and maintain cooperative working relationships
- communicate effectively with many levels of district personnel and the public
- maintain confidentiality
- use diplomacy and discretion as needed
- obtain a food handler's license
- perform complex secretarial and clerical work involving independent judgment requiring thorough knowledge of Dept and District policies and rules and regulations, and selected sections of the Education Code
- perform public relations and communication services and other related duties
- work independently and be flexible
- work with constant interruptions
- devise or adopt office procedures to changing organizational needs
- understand and carry out oral and written directions
- plan, organize, and direct the work of others
- use tact, diplomacy, discretion and confidentiality as necessary
- compose correspondence independently
- take dictation
- use computers

Physical Abilities

- to perform repetitive hand or body motions
- walking, sitting or standing for extended periods of time
- bending at the waist, kneeling or crouching to assist students
- pushing, pulling, lifting and carrying supplies and equipment over
- reaching overhead and above shoulders

Experience:

- two years of responsible experience performing varied clerical and accounting types of work. Work with NSLP and school nutrition highly preferred.

Education:

- equivalent to completion of twelfth grade, including or supplemented by courses in office procedures and accounting

License requirements:

- possession of a valid California Motor Vehicle Operator's License
- must be bondable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK 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 noise level in the work environment is usually moderate.

Range: 12.0

6/11/04