

Union Public Schools Job Description

Position Title: Child Nutrition Office Assistant
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Non-exempt

SUMMARY: Basic responsibilities include the supervision of employees and the implementation and coordination of Food Service to ensure high standards of nutrition, food production, cost controls, student service and employee development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Implements planned quality menus incorporating time saving production techniques. Effective merchandising and nutrition education activities.
- Assumes responsibilities for receiving, storing, food product according to established standards.
- Assures that sanitation and safety practices in all phases of the school food operation meet established standards.
- Maintains a required system of accountability.
- Plans schedules and work assignments.
- Promotes student and staff satisfaction.
- Communicates concerns to Director about policies and procedures.
- Assists Director in special school functions.
- Manages the program in accordance with federal, state and local requirements.
- Assists in the hiring of new employees, trains and supervises building food service and staff.
- Makes necessary recommendations regarding employee development and continued employment.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises building Food Service staff .

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED). Five years child nutrition experience in operations managements. Management experience in financial systems, payroll administration, budgeting, accounts payable and accounts receivable preferred. Computer skills in word-processing and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close 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 quiet to moderate.