

Eastside Union School District – Job Description

Job Title: **Child Nutrition Administrative Assistant**

Work Year: **12 Month**

Department: **Child Nutrition**

Salary Range: **Range 36**

Reports To: **Director of Child Nutrition**

CSEA Approved:

Classification: **Classified**

Board Approved: 11/06/13

Child Nutrition Administrative Assistant

JOB SUMMARY:

Under general supervision of the Director of Child Nutrition; to perform a wide variety of responsible secretarial and routine administrative duties in support of the Child Nutrition Department; assist in the coordination, planning, organization, and monitoring of the food service operations and nutritional programs, and to provide general information and assistance to the public. Perform other related duties as required.

ESSENTIAL JOB DUTIES:

Duties may include, but are not limited to the following:

- Perform a variety of responsible secretarial and clerical duties in support of the Director of Child Nutrition; assist in the coordination in planning, organizing and coordinating activities as assigned; provide secretarial and clerical assistance to other staff as necessary.
- Perform a variety of duties using a computer in daily work activities; update and maintain a variety of records and reports.
- Perform general clerical work including filing, scheduling appointments and meetings; open, sort, and distribute incoming mail; sort outgoing mail.
- Attend meetings; take notes and prepare summary of minutes; order and maintain office supplies.
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, or verbal instructions; compose correspondence related to responsibilities assigned.
- Prepare bank deposits and reconcile bank statements; reconcile bank deposits from sites to sales reports.
- Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- Maintain calendars and schedules of activities, meetings and various events; coordinate activities with other departments, the public and outside agency.
- Assist in the maintenance of the department's budget; transfer monies between accounts; record data and balance accounts; complete and process purchase orders, requisitions and reimbursements; maintain appropriate records.
- Assist office and telephone callers; respond to concerns and requests for information on regulations, procedures, systems and precedents relating to responsibilities assigned; when necessary, refer inquiries and concerns to appropriate staff.
- Keep current on all laws, rules, and regulations, and District policies, rules and regulations.
- Participate in the selection and ordering of food and supplies; confer with outside vendors to obtain price quotes; review food costs for quality, price and service; assist in the preparation of specifications for supplies and equipment.
- Estimate and adjust food quantities and determine proper amounts for economical food service.
- Prepare menus in accordance with nutritional requirements.
- Develop and review work schedules and production standards for the food service staff; secure substitutes for absent employees; review and maintain time sheets.

- Assist in the coordination, planning organization and monitoring of the food service operations and nutritional program at schools to assure efficient and sanitary practices in food preparation and serving.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; interpret food service program to management, staff and the community.
- Process and match purchase orders, invoices and packing slips; verify accuracy of information; research discrepancies and unauthorized purchases; check allocations against department budget appropriations; total billings and batch for input to data processing.
- Encumber purchase orders; assign and verify accuracy of account numbers; verify status of encumbered purchase orders and related expenditures.
- Monitoring and assisting in the preparation of periodic grant reports, verification, and state reports.
- Maintain computer inventory of all district supply & equipment; update and modify database to provide accurate and detailed information in a timely manner.
- Audit, process and file accounts receivable billings, accounts payable, purchasing invoices and other related invoices; ensure delivery as ordered, correct amount as charged, sales tax amount is correct and delivery charge is correct.
- Make necessary arrangements for staff attendance at conferences, workshops and meetings; secure airline transportation, hotel accommodations and other necessary items.
- Technology Support Liaison; provide routine technology support to computer users at site locations. Technology Support duties are to disseminate routine technical assistance to cafeteria, Child Nutrition Department computer and Point Of Sales (Cash Registers) or Child Nutrition office for hardware implementation and software applications, trouble-shooting of Child Nutrition Department -wide core infrastructure, hardware, and applications. Provide user desktop support for software and hardware.
- Troubleshoots, diagnoses, and resolves routine hardware problems; refers more complex requests/problems to Technology Technicians for resolution.
- Assists school site, department staff, and students in the operation and uses of computers and related equipment and software applications; maintains user operations and procedural manuals.
- Performs server backup processes in accordance with established procedures for systems serving the school sites and departments. Ensures that all systems are on most recent versions in order to import and export databases from various computer programs.
- Assists in ordering parts and supplies necessary to repair and maintain technology equipment. Advises on technology equipment purchase requests from sites and departments to ensure compatibility.
- Maintain limited stock of necessary supplies and parts.
- Assist in maintaining a current inventory of microcomputer and technological equipment and software.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each duties of the aforementioned efficiently and effectively. The requirements listed below represent the knowledge, skill and ability required.

Language Skills:

Ability to read, understand and follow written and oral directions; present information clearly to supervisor, students, district employees or the public. Preference for bilingual ability in both English and Spanish.

Math Skills:

Ability to add, subtract, multiply and divide using units of weight and volume measurement.

Ability To:

- Perform responsible clerical duties in support of a District-level Director;
- Effectively and efficiently perform responsible clerical, secretarial, technical and administrative functions and activities;
- Communicate effectively in oral and written form;
- Work independently with little direction, meeting schedules and deadlines;
- Compose routine letters, memos and other materials independently or from oral instruction;
- Schedule and coordinate meetings, conferences and appointments;
- Read, interpret, and apply rules, regulations, policies and procedures;
- Type or keyboard at a net corrected speed of 40 words per minute;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with all administrators, staff, students, parents, and the community;

EDUCATION & EXPERIENCE:

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work in business, home economics or nutrition related field and three years of increasingly responsible clerical experience.

Experience:

Any combination equivalent training and experience to demonstrate the knowledge abilities listed above and at least four years previous experience in child nutrition in a school related environment.

LICENSES OR CERTIFICATES

A valid California Driver’s License and proof of insurance.

PHYSICAL ABILITIES:

The physical abilities described here are those that must be met by an employee to successfully carry out the essential functions of this job.

- Persons performing service in this position classification will exert 10 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects and technology equipment.
- This type of work involves sitting, standing, lifting and moving most of the time, but may involve walking for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate technical/business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.