

Administrative Assistant - Nutrition Services

Purpose Statement

The job of Administrative Assistant - Nutrition Services is done for the purpose/s of assisting in direction of the food and nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to Director - Nutrition Services

Essential Functions

- Assists with directing department operation, the maintenance of services, and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Collaborates with internal and external personnel (e.g. chemical providers, director, managers, etc.) for the purpose of implementing and/or maintaining services and programs.
- Collects data (e.g. student taste testing, profits and loss ratios, etc.) for the purpose of preparing reports and/or processing information to ensure consistency and efficiency in the Nutritional Services Department.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of ensuring high quality food items for students and/or staff.
- Inspects cafeterias for the purpose of ensuring healthful and sanitary conditions.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a uniformity, safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Oversees equipment efficiency (e.g. maintenance, repairs, replacement, etc.) for the purpose of maintaining equipment in safe working order.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs management tasks in the absences of regular manager (e.g. ordering, receiving, inventory, student meal, accounting functions, enforcement of district policies and procedures, etc.) for the purpose of ensuring continuity in food service for the district.
- Performs personnel functions (e.g. initial coaching, counseling, advising, mentoring, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Recommends to the Director of Food Service new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Researches requirements for the National School Breakfast and Lunch programs (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of providing information to the nutrition services department.

- Trains and monitors food service managers (e.g. menu preparation, Hazard Analysis, Critical Control Points (HACCP) protocol, sanitation procedures, National School Breakfast and Lunch programs, etc.) for the purpose of addressing nutritional service requirements in compliance with established guidelines.

Other Functions

- 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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; monitoring budget expenditures. Utilization of resources from other work units is often 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Food Handlers/SafeServ Certificate
ServSafe Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

