

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: FOOD AND NUTRITIONAL SERVICES PROGRAM SPECIALIST**

**SALARY: RANGE 35 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of the Food and Nutritional Services Director, provide a variety of support to the Director, staff, department, and contracted schools to ensure compliance of department and program activities with financial, legal, and administrative requirements; act as liaison between the Director and other parties providing information, addressing issues, and/or providing general support.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Compile data from a variety of sources (e.g. resolutions, bids, bonds, financial reports, agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal, and/or administrative requirements.

Oversee eligibility for the Federal Meal Program, comply with State and Federal regulations, maintaining, verifying, and reporting student eligibility and meal counts.

Coordinate implementation and training of new software programs.

Act as liaison between outside software vendors, District Information Services department, and FANS staff.

Analyze program information to maintain the integrity of District, State, and Federal requirements for reporting and information transfer.

Provide technical support and training to FANS staff on new programs and hardware.

Act as liaison between FANS department and contracted schools.

Coordinate with outside school districts by providing menus and nutritional information for publication or web posting.

Coordinate a variety of programs and/or activities (e.g. meetings, site in-service day activities, workshops, travel and accommodations, etc.) to ensure availability of facilities and/or equipment and delivery of services in conformance to established guidelines.

Evaluate situations, including confrontational and/or volatile interactions involving other staff, students, parents, the public, etc. to take appropriate action and/or direction to the appropriate personnel for resolution.

Maintain documents, files, and records, both confidential and non-confidential (e.g. budget workshop minutes, lease and agreement contracts, policy manuals, etc.) to provide up-to-date reference and audit trail for compliance.

Maintain inventory of supplies and materials to ensure ready availability.

**October 2017**

Monitor assigned District activities and/or program components to coordinate activities and ensure compliance with established financial, legal, and/or administrative requirements.

Present information on administrative procedures, services, regulations, etc. to train and orient other personnel and/or disseminate information to appropriate parties.

Oversee workload of department to maximize efficiency of the workforce and to meet operational requirements.

Compose a variety of documents (e.g. letters, memos, bulletins, reports, etc.) to document events and/or request information.

Prepare written materials (e.g. agendas, meeting and conference minutes, reports, memos, letters, etc.) to document activities, provide written reference, and/or convey information.

Process documents and materials for the for the purpose of disseminating information to appropriate parties.

Research a variety of information (e.g. current practices, policies, education codes, etc.) to provide information and/or recommendations and/or addressing a variety of administrative requirements.

Respond to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) to provide information, facilitate communication among parties, and/or provide direction.

Provide Director with support and assistance with his/her administrative functions.

Assist other personnel and/or perform functions, as required, of another position within area of responsibility to provide overall coverage of food service operations.

Attend regularly scheduled staff meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ State and Federal regulations related to the Federal Meal Program.
- ▶ Food safety and Federal requirements.
- ▶ Pertinent software and hardware technology.
- ▶ Standard accounting/bookkeeping principals.
- ▶ Principles of training and providing work direction to others.
- ▶ Interpersonal skills using tact, patience, and courtesy.
- ▶ Correct English usage, grammar, spelling, punctuation, and vocabulary.
- ▶ Proper lifting techniques.
- ▶ Health and safety regulations.

**ABILITY TO:**

- ▶ Perform multiple technical and not-technical tasks with the occasional need to upgrade skills due to changing job conditions and/or technology.
- ▶ Perform standard bookkeeping/accounting procedures.
- ▶ Plan and manage projects.
- ▶ Schedule a significant number of activities.
- ▶ Prepare and maintain accurate records.
- ▶ Work effectively and confidentially with limited supervision.
- ▶ Meet established deadlines and schedules; focus on results.
- ▶ Lead, guide, and/or coordinate other persons.
- ▶ Solve practical problems.
- ▶ Operate within a defined budget and/or financial guidelines
- ▶ Operate standard office equipment including computers and related software.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Compose clear, complete, and concise correspondence and reports independently.
- ▶ Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience.

**OTHER REQUIREMENTS:**

- ▶ Valid ServSafe Certificate.
- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Office and warehouse environment.
- ▶ Constant interruptions.
- ▶ Food service environment.

**PHYSICAL DEMANDS:**

- ▶ Sitting or standing for extended periods of time.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office or kitchen equipment.

- ▶ Bending at the waist, crouching, kneeling, stooping, climbing, and balancing to reach materials.
- ▶ Reaching overhead, above shoulders, and horizontally.
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position (up to 45 pounds).

POTENTIAL HAZARDS:

- ▶ Heat from ovens.
- ▶ Exposure to very hot foods, equipment, and metal objects.
- ▶ Working around knives, slicers, or other sharp objects.
- ▶ Exposure to cleaning chemicals and fumes.