

NUTRITION ASSISTANT

DEFINITION

Under general supervision of the Administrator of Food and Nutrition Services, provides specialized services in support of food and nutrition services activities and nutrition education; develops partnerships with students, teachers, administrators, and parents to improve awareness of the benefits of eating healthy foods; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class perform specialized work requiring a more thorough knowledge of food and nutrition. Positions typically work in a setting in which the supervisor delegates responsible aspects of the program to the incumbent. The incumbent is expected to make decisions, which do not depart from policy, and to have a wide range of independent personal contacts with the public and others to attain and gather data requiring the use of judgment and tact. Incumbents are responsible for planning and completing work within established time schedules. The incumbent works independently, attends evening and weekend meetings in and out of the District.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Supports, schedules, and implements promotional educational activities for nutrition and physical activity to K-12 grade students. *E*

Assists in the developing and organizing of nutritional information with visual aids such as presentations, promotional materials, and menus for school cafeterias, staff, students, and parents. *E*

Aids in coordinating and establishing nutritional committees, councils, and clubs for the schools. Provides information and resources concerning nutrition and related subject matter. *E*

Participates in the District's health promotion efforts by assisting with presentations and training workshops featuring produce in school classrooms or meetings. *E*

Assists in writing grant projects by researching pertinent data, grant project terms and conditions. *E*

Makes computations, compiles data, and maintains quarterly financial records and other reports. *E*

Checks forms for completeness and accuracy and obtains information as necessary. *E*

Modifies and/or devises forms for reporting data as necessary. *E*

EXAMPLES OF DUTIES (cont.)

Performs a wide variety of difficult clerical work involving the use of a computer, appropriate software packages, and office equipment. *E*

Assists with receiving, checking condition, shelving, distributing, and inventories of materials. *E*

Initiates and receives telephone calls.

Makes appointments and sets up meetings.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, laws, regulations, and procedures pertaining to the nutritional needs of school students;
2. Modern office equipment and procedures;
3. English usage, spelling, grammar, and punctuation;
4. Proper methods, practices, and terminology used in financial record keeping and reporting;
5. Report preparation and writing skills;
6. Personal computer and job-related software programs such as Excel, Word, Access, PowerPoint, and internet browsers;
7. Filing systems and standard record keeping methods; and
8. Telephone etiquette.

Ability to:

1. Understand and apply with good judgment the policies, laws, rules, and regulations which apply to the assigned function;
2. Coordinate communications and resources in the implementation of food and nutrition principles;
3. Analyze nutritional content of menus;
4. Independently compose letters, flyers, visual aides, memoranda, bulletins, and reports;
5. Prepare concise and accurate financial summaries and reports;
6. Operate various types of office machines and computerized equipment;
7. Keyboard with accuracy;
8. Work independently and with little direct supervision;
9. Receive and give information over the telephone or in public in a courteous manner;
10. Communicate effectively both orally and in writing and to speak to large groups;
11. Understand and carry out oral and written instructions;
12. Operate a vehicle observing legal and defensive driving practices;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Maintain work pace appropriate to given workload.

EDUCATION

The equivalent of an AA degree with courses relating to food and nutrition; currently enrolled in an accredited college or university; or completion of college with a degree in nutrition or other related field is desirable.

EXPERIENCE

Experience working in the area of food service and nutrition, performing increasingly responsible and varied clerical work equivalent to the level of a HR Assistant, Special Projects Technician, or Exam Assistant with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment: subject to considerable distraction and constant interruptions.

Physical Activities:

Lifting, carrying and/or pushing light objects up to 25 pounds; dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read from rough and clear copy.