

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES ASSISTANT (Range 21)

BASIC FUNCTION:

Under the direction of the Director-Nutrition Services, perform a variety of duties related to the operation of the District automated nutrition service system; assist and train nutrition service personnel on the proper operation of system; troubleshoot system functions; prepare and maintain food service related records and reports; perform minor, non-technical computer and peripheral equipment repairs, and replace and install equipment.

REPRESENTATIVE DUTIES:

Perform a variety of duties related to the operation of the District automated nutrition service system; assist and train nutrition service personnel on the proper operation of system; communicate with staff on the telephone to solve problems; drive a vehicle to conduct work. *E*

Set up and maintain computer equipment; receive calls of equipment malfunctions; perform minor, non-technical equipment repairs; contact vendors as needed; remove and install assemblies as needed; install and replace equipment as necessary; maintain related inventory equipment records, serial numbers, tags and placement of systems throughout the District; travel to school sites to troubleshoot user and equipment problems. *E*

Prepare and maintain records of meal counts, sales and other related information; submit to appropriate personnel as required. *E*

Input free and reduced meal application information; respond to questions and inquiries related to eligibility and transfer requirements. *E*

Train nutrition service personnel on the District nutrition service Point-of-Sale (POS) system.

Assist in various office support work; input warehouse requisitions; order food and milk for school sites; type purchase orders as assigned; serve as a receptionist for the office and assist the public on the phone or at the counter; open and distribute mail.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.

Operation of a computer terminal and data entry techniques.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Inventory methods and practices.
Receptionist and telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Oral and written communication skills.

ABILITY TO:

Perform a variety of duties related to the operation of the District automated nutrition service system.
Assist and train food service personnel on the proper operation of system.
Operate a computer terminal to enter data, maintain records and generate reports.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Work independently with little direction.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in a related field and three years clerical experience including one year of experience in a food service operation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Seeing to monitor systems functions.
Lifting and carrying moderately heavy objects.

HAZARDS:

Extended viewing of computer monitor.