

NUTRITIONAL SERVICES SPECIALIST

Purpose Statement

The job of Nutritional Services Specialist was established for the purpose/s of providing technical and clerical support to the Food Services Manager and the Department; ensuring compliance of Department records with financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

This job reports to Manager - Nutritional Services/Purchasing

Essential Functions

- Coordinates a variety of programs and/or activities (e.g. menu distribution, CAFS training, Casper Reads, Free and Reduced program eligibility audit; Food Services Handbook preparation, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of manual and electronic documents, files and records (e.g. Food Services Handbook, catering requests, production records, etc.) for the purpose of providing up-to-date reference and audit trail.
- Performs general clerical and department-specific functions and record keeping for the Warehouse, as needed (e.g. answering phones, mail, scheduling deliveries, filing, copying, faxing, loading/unloading stock, etc.) for the purpose of supporting departmental operations.
- Prepares a wide variety of reports, documents and correspondence (e.g. monthly menus, monthly reimbursement claims, purchase orders, CASF activity and financial reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator for the purpose of providing assistance with administrative functions.
- Troubleshoots CAFS meal program for the purpose of assessing and resolving operating problems.

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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; and office application software.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. 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: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with frequent interruptions; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____