

SCHOOL NUTRITION ASSISTANT

TOMPKINS COUNTY

Department School District Service

Classification Competitive

Labor Grade _____

Approved _____

Revised _____

By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: The work of a School Nutrition Assistant involves responsibility for assisting the School Food Service Specialist/Director in implementing and maintaining a nutritional assistance program. Duties include assisting in the assessment of the nutritional requirements of meals and providing nutritional support and counseling to students and their families. The work also involves the preparation, distribution of nutritional information materials for use in the classroom and at point of sale. The work also involves maintaining and monitoring the point of sale service and meal tracking systems and other clerical duties as required. The work is performed under the direct supervision of the School Food Service Specialist/Director. Supervision may be exercised over the work of Cooks, Food Service Helpers, Senior Food Service Helpers and other staff as necessary and assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provide nutrition counseling support to staff, students & families on food items available through the school food service program;

Help to support and educate staff, students & families about the Free & Reduced Meal Program;

Provide clerical support, including computer data input to produce menus, food inventory, nutritional meal data and other correspondence at the direction of the supervisor;

Operates point-of-sale register, computer, typewriter, fax machine, calculator, copy machine, printer and other office machines;

Assists in obtaining, preparing, and maintaining poverty information;

Maintain required records and files;

Assists in the evaluation of the nutritional needs of students;

Prepares nutrition education materials such as pamphlets, newsletters, recipes, posters, three-dimensional materials and slide presentations from nutritionists' research, etc.;

Must be able to perform physical inventories of purchased and government donated foods and assist in production control and menu forecasting;

Assists in preparing files and records to meet the required State Laws;

Performs various clerical tasks such as payroll, scheduling appointments, customer service, answering the telephone and handling direct staff, student and parent inquiries;

Assist in training staff in healthy food preparation techniques.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of nutrition and diet therapy;

Working knowledge of processes involved in menu planning, marketing and food preparation and ability to advise on organizing these processes effectively, efficiently and economically;

Good knowledge of office terminology, procedures and equipment;

Ability to relay program and nutrition information;

Ability to get along well with others;

Clerical aptitude, mental alertness, good judgment, neatness, accuracy, tact, courtesy, and integrity are required;

Ability to maintain strict confidentiality;

Ability to understand and follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Strong computer skills including but not limited to use of data processing and spreadsheet computer software;

The employee's physical condition shall be commensurate with the demands of the position.

SCHOOL NUTRITION ASSISTANT (CONTINUED)

MINIMUM QUALIFICATIONS: EITHER:

- (a) Completion of a minimum of 30 semester hours at a regionally accredited or New York State approved college or university which must have included a minimum of nine semester hours of course work in nutrition, dietetics, or a closely related field, **AND** two (2) years of full-time paid, (or the equivalent part-time and/or volunteer), clerical experience which involves substantial use of computer skills, **OR**
- (b) Graduation from high school or possession of an equivalency diploma, **AND** 15 semester hours of college credits which must have included six hours of course work as described in (a) above, **AND** one (1) year of full-time paid, (or the equivalent part-time and/or volunteer), experience evaluating the nutrition of meals prepared on a large scale, **AND** two (2) years of full-time paid, (or the equivalent part-time and/or volunteer), clerical experience which involves substantial use of computer skills, **OR**
- (c) Graduation from high school or possession of an equivalency diploma, **AND** four (4) years of full-time paid, (or the equivalent part-time and/or volunteer), clerical experience, two (2) years of which involved substantial use of computer skills. Preference may be given to candidates who have worked in the nutrition field with large-scale food preparation and/or have public school food service food preparation experience.

SPECIAL REQUIREMENT: Appointees must possess a valid New York State motor vehicle operator's license or otherwise demonstrate the ability to meet the transportation requirements of the job.

*7/2007 proposed draft to TCP from Dryden School
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