

FOOD SERVICE ASSISTANT Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- a. Possession of an Associates Degree or at least sixty college credit hours with 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 must have involved the substantial use of a personal computer; **OR**
- b. 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 must have involved the substantial use of a personal computer; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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.

DISTINGUISHING FEATURES OF THE CLASS:

A Food Service Assistant is responsible for assisting the School Food Service Specialist/Director in implementing and maintaining the nutritional assistance program of the school's food service operations. Duties involve maintaining and monitoring the point of sale service and meal tracking systems, free and reduced, inventory, and other clerical duties as required. The work also involves assisting in the assessment of the nutritional requirements of meals and providing nutritional support and counseling to students and their families. The work may also involve the preparation, distribution of nutritional information materials for use in the classroom and at point of sale. The work is performed under the direct supervision of the School Food Service Specialist/Director. The position does not involve supervision of staff, however, the incumbent may be the contact in the absence of the Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides clerical support, including computer data input to produce menus, food inventory, nutritional meal data and other correspondence/reports 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; Maintains required records and files; Maintains nutritional software program and process requests; May prepare 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; Provides nutrition counseling support to staff, students & families on food items available through the school food service program; Helps to support and educate staff, students & families about the Free & Reduced Meal Program;

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

Good knowledge of office terminology, procedures and equipment; Working knowledge of processes involved in menu planning, marketing and food preparation and ability to advise on organizing these processes effectively, efficiently and economically; Strong computer skills including but not limited to use of data processing and spreadsheet computer software; Ability to maintain records and to prepare correspondence utilizing a variety of office equipment and tools. Clerical aptitude, mental alertness, good

judgment, neatness, accuracy, tact, courtesy, and integrity are required; Ability to maintain strict confidentiality; Ability to get along well with others; Ability to understand and follow oral and written instructions; Ability to communicate effectively both orally and in writing; Ability to relay program and nutrition information; The employee's physical condition shall be commensurate with the demands of the position.