

CLASS SPECIFICATION
Child Development Center Program Assistant

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, plans and coordinates provision of nutritious snacks for eligible students; performs administrative and clerical functions in support of the CDC food nutrition program, including the preparation of District data and information to submit to the state for reimbursement; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Child Development Center Program Assistant performs routine nutritional planning and coordination to provide twice-daily snacks to all eligible children in both of the Districts' Child Development Centers. This work requires basic knowledge of food and nutrition appropriate for toddler and pre-school children. Additionally, an incumbent performs routine report preparation, records maintenance and other assigned clerical and administrative duties to ensure the District provides accurate, complete nutrition program information to the State for reimbursement of funds.

Child Development Assistant is distinguished from Child Development Associate Teacher in that incumbents in the latter class work in a classroom with toddler or pre-school children on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Within established nutritional guidelines, plans and coordinates provision of nutritious snacks for eligible students; selects food to serve that meet District, state and USDA guidelines/requirements and children's preferences and special diet needs; based on established portion sizes and number of children to be served, calculates bulk quantities of food required for individual snacks; purchases budgeted food at grocery store; divides snacks into individual portions and counts and organizes snacks by classroom; ensures that classrooms receive snacks in a timely manner.
2. Conducts administrative and clerical functions in support of the CDC food nutrition program, including the preparation of District data and information to submit to state for reimbursement; reviews, compiles, organizes, calculates and verifies applicable CDC nutrition program data and information; updates and maintains accurate, complete reports and records; prepares and distributes menus to staff; creates program-related forms and other written materials

3. Provides routine nutritional educational information to children and staff; interacts with State contacts on an as-needed basis to obtain information regarding the State program reimbursement process; attends annual State-required nutrition workshops.

OTHER DUTIES

None.

QUALIFICATIONS

Knowledge of:

1. Food sanitation and safety practices.
2. Basic nutritional terminology.
3. Types of USDA nutritional food groups; appropriate USDA portion sizes for children.
4. Office administration practices and procedures.
5. Principles and practices of sound business communication.
6. District organization, functions, rules, policies and procedures applicable to assigned areas of work responsibility.
7. District purchasing policies and procedures.
8. Uses and operations of a computer and standard business software, including word processing and spreadsheets.
9. Filing and record keeping practices and procedures.

Ability to:

1. Accurately measure appropriate individual portion sizes and total food amounts required to minimize shortages/overages.
2. Appropriately handle food to meet all health and safety requirements.
3. Operate a computer using word processing, spreadsheet and other standard business software.
4. Operate other standard office equipment.
5. Organize, set priorities and exercise sound judgment within areas of responsibility.
6. Interpret, apply and reach sound decisions in accordance with District and department policies and procedures.
7. Organize and maintain office and specialized files.
8. Communicate clearly and effectively, orally and in writing.
9. Understand and follow written and oral instructions.

10. Establish and maintain effective working relationships with District management, staff, students, the public, State reimbursement contacts and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of increasingly responsible office administrative experience in a nutritional program setting; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; and interact with District management, administrators, staff, students, parents, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment within a Child Development Center setting, and the noise level may be occasionally moderately loud.