

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: NUTRITION ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Nutrition Specialist or designee, provide support and technical assistance in the implementation of the objectives for the Elk Grove Unified School District's California Nutrition Network (CNN). Assist in planning and organizing District-wide nutrition and health education activities; assist in preparation of a variety of related materials.

#### **ESSENTIAL FUNCTIONS:**

Participate in the development and implementation of the objectives for the Elk Grove Unified School District's California Nutrition Network (CNN).

Provide technical support in the planning and coordination of District-wide nutrition and health education activities; prepare related materials and projects and assist in the coordination of nutrition-related events and activities; assist in the development of curriculum and instructional materials according to established procedures and regulations.

Arrange and coordinate communication of health and nutrition information to students, parents, District personnel and the public.

Coordinate and schedule meetings, training sessions, workshops, conferences and special events for District personnel, parents, students and the community.

Serve as a liaison between administrators, faculty, staff, students, parents and the public; explain programs, policies and procedures; initiate and answer telephone calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.

Prepare newsletters, pamphlets and other informative materials concerning District nutrition program(s); distribute materials to parents, advisory groups, school sites and the community.

Prepare and maintain a variety of records and reports related to assigned activities; compose a variety of correspondence and memoranda; participate in special projects and research related to health and nutrition activities.

Operate a variety of office equipment including a telephone, copier, fax machine, computer and assigned software; operate a vehicle to conduct work.

Monitor inventory levels of related supplies and order replacements as necessary.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Nutritional requirements of school-aged children.  
Principles of nutrition and diet.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques and filing.  
Methods of collecting and organizing data and information.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Applicable Laws, rules and regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
Applicable health and safety regulations.  
Principles of training.  
Modern office practices, procedures and equipment.

**ABILITY TO:**

Provide support with District-wide nutrition and health education activities.  
Assist with training to District personnel in establishing and maintaining healthy and nutritious food service programs.  
Operate a variety of office equipment including a computer and assigned software.  
Perform record keeping and report preparation.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare and deliver oral presentations.  
Plan and organize work.  
Meet schedules and time lines.  
Work independently with minimal direction.  
Understand and observe health and safety regulations.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information.  
See to read a variety of materials.  
Move hands and fingers to operate a computer keyboard.  
Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: Graduation from high school, supplemented by college-level course work in nutrition, dietetics, food services administration or closely related field, and one year of experience involving use of a computer to create documents, visual presentations, spreadsheets, flyers and reports. Associate or bachelor's degree in nutrition dietetics, food services administration or closely related field preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

School environment.

Driving a vehicle to conduct work.

Proposed Salary Range – 27 -130