



## Child Nutrition Assistant

### General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Child Nutrition Assistant examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in providing service and assistance to sponsors of child nutrition programs.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education, and training.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Child Nutrition Assistant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/STD678.pdf>
- Conditions of Employment Form (PM-EX-0631): <https://www.cde.ca.gov/re/di/jb/documents/cna631.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of required education (e.g. transcript or diploma)
- Proof of registration and/or certifications (copies are acceptable)

### PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education  
Examination and Recruitment Office  
1430 N Street, Suite 1802  
Sacramento, CA 95814  
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Examination and Recruitment Office. Please notify this office if you have a change of address.

### YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

## Section I - Minimum Qualifications

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by selecting the applicable box.

### Education Requirement

1. Do you have an earned bachelor's degree with major work in nutrition, dietetics, institutional management, or closely related field?

Yes     No

## Section II - Task Experience

Using the rating scale provided below, rate your level of experience performing specific job-related tasks. In responding to each statement, you may refer to your formal education, formal training courses, and work experience whether paid or not. Items without a response will not be scored.

### Definition of Levels:

**Extensive Experience:** I possess extensive experience to the extent that I have effectively performed this task in the most difficult and complex situations.

**Moderate Experience:** I possess moderate experience to perform this task successfully.

**Limited Experience:** I possess limited experience and may require additional instruction to perform this task.

**None:** I have no experience performing this task.

**Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by selecting one option.**

1. Assess areas of food service operations such as menu planning, purchasing, food storage, food production and food safety and sanitation to ensure program compliance with local, county, state, and federal laws and regulations.

Level of Experience:

- Extensive  
 Moderate  
 Limited  
 None

2. Assist with planning, scheduling, and conducting administrative reviews of food and nutrition programs of children and/or adults to evaluate program integrity and compliance.

Level of Experience:

- Extensive  
 Moderate  
 Limited  
 None

3. Participate in organizing and presenting training and technical assistance of food and nutrition programs to educate organizations, stakeholders, and staff to ensure compliance with local, county, federal and state laws and regulations.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

4. Provide technical assistance to food and nutrition program operators in the dissemination of program administration guidance such as health related education and nutrition related legislation and regulations.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

5. Assist with reviewing food components and meal pattern requirements with food processors, food brokers, vendors and manufacturers to ensure foods and reimbursable meals are provided.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

6. Assist in the preparation of written documents on sensitive/complex matters to resolve issues, which result in providing options, and/or recommendations related to food and nutrition programs.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

7. Assist with the oversight of new regulations to provide guidance about legislation and policy in order to determine the effect on the food and nutrition programs for children and/or adults.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

8. Assist with the review of meal patterns, meal production records, standardized recipes, food product formulation statements and specifications to ensure meal patterns are compliant with local, county, state, and federal laws and regulations.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

9. Assist with the observation of meal preparation and meal services of food and nutrition programs serving children and/or adults.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

10. Assist with the review of sponsor applications, reimbursement information, compliance details and other nutrition modules serving children and/or adults.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

11. Assist with analyzing corrective action documentation that outlines a set of steps addressing issues and gaps in operations associated with food and nutrition programs.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

12. Assist with investigating complaints to ensure compliance with local, county, state, and federal laws and regulations.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

13. Assist with the preparation of detailed case histories, that includes a chronology of events and other compliance review reports to support the findings of a food and nutrition program audits.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

14. Assist with food safety observations and review health inspection reports, food safety plans, and Hazard Analysis Critical Control Points (HACCP) guidelines.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

15. Participate in the development of training materials for various audiences using multiple modes of delivery including technology and other forms of media.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

16. Conduct and complete a computerized nutrient analysis of menus.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

17. Participate in the evaluation and interpretation of federal and state laws, rules, regulations, policies and procedures to respond to inquiries from stakeholders and the public regarding food and nutrition programs.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

18. Assist with the revision of forms, documents, and tools used by staff and organizations to improve efficiency and effectiveness.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

19. Utilize current technology (i.e., computers, software, web, telecommunications) to increase effectiveness and efficiency of job performance.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

### Section III - Knowledge and Abilities Assessment

Using the rating scale provided below, rate your level of education, training, or experience in accordance with your knowledge and abilities. In responding to each statement you may refer to your work experience, internship, or volunteer work. Items without a response will not be scored.

#### Definition of Levels:

**Extensive Education, Training, and/or Experience:** I have extensive education, training, and/or experience using and/or applying this knowledge or ability.

**Moderate Education, Training, and/or Experience:** I have moderate education, training, and/or experience using and/or applying this knowledge or ability.

**Limited Education, Training, and/or Experience:** I have limited education, training, and/or experience using and/or applying this knowledge or ability.

**No Education, Training, and/or Experience:** I have no education, training, and/or experience relevant to this knowledge or ability.

**Respond to the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option.**

1. Knowledge of methods, techniques, and equipment used in quantity food production, including procurement, menu planning, merchandising, sanitation, food storage, and staffing to evaluate food service operations.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

2. Knowledge of nutrition needs of children and adults in order to evaluate an organization's menu and quality of meals.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

3. Knowledge of food cost accounting to review and analyze food and nutrition program's budget.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

4. Knowledge of computer applications (Microsoft Outlook, Word, Excel, PowerPoint, Internet, etc.) to develop reports, correspondence and prepare presentation materials.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

5. Ability to interpret and apply local, county, state and federal Child Nutrition Programs regulations.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

6. Ability to present clear, concise, and compelling ideas verbally and in written format.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

7. Ability to work independently to plan, prioritize, and complete assigned workload responsibilities within established timeframes.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

8. Ability to analyze food and nutrition program-related issues and recommend an effective course of action.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

9. Ability to assist in the development of food and nutrition program training and materials.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None

10. Ability to operate a personal computer and use computer software (e.g., word processing, spreadsheets, graphic presentations, e-mail, internet, appointment scheduling, web-based applications, etc.) in order to create reports, various written documents, and input and retrieve information.

Level of Education, Training and/or Experience:

- Extensive
- Moderate
- Limited
- None



## Section IV - Degrees and Registrations/Certifications

Please indicate your specific education and current registration/certification by selecting the appropriate response and complete the corresponding major, subject(s), type, or title. Select all that apply and provide proof by submitting copies of transcripts or diplomas and registrations/certifications.

### Degrees

Bachelor's      Major:

Master's      Major:

### Professional Registrations/Certifications

Registered Dietician (RD)

# Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

*Government Code Section 18935:*

- a. The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
  1. Lacks any of the requirements for the examination or position for which he or she applied.
  2. Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
  3. Has resigned from any position not in good standing in order to avoid dismissal.
  4. Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
  5. Has been found to be unsuited or not qualified for employment pursuant to rule.
- b. The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_