

## **Job Posting: Receptionist / Administrative Assistant – La Mesa Office**

**Position:** Receptionist / Administrative Assistant

**Location:** 7777 Alvarado Rd Suite 422 La Mesa, CA

**Organization:** Child Nutrition Program of Southern California (CNPSC)

**Type:** Part-Time/Full-Time | Office-Based

**Application Deadline:** Open until filled (early applications encouraged)

**Apply To:** Please submit your **resume** and a **brief cover letter** to - [CNP@CNPSC.com](mailto:CNP@CNPSC.com)

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### **About the Role:**

Child Nutrition Program is seeking a friendly, organized, and professional Receptionist / Administrative Assistant to join our La Mesa office team. This key role supports daily office operations, provide customer service to providers, and assists with various administrative tasks to keep our program running smoothly. The successful candidate will have strong organizational skills, excellent communication abilities, and a foundational understanding of the Child Care Food Program (CACFP) and nutrition standards.

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### **Key Responsibilities:**

- Greet visitors and manage front desk operations
  - Answer and route incoming phone calls and emails promptly, coordinating with field representatives as needed
  - Prepare, file, and maintain both electronic and paper records with confidentiality, especially sensitive provider and children's information
  - Assist providers by answering basic questions about nutrition standards, reimbursement processes, and claims, referring to program handbooks and resources
  - Support staff with administrative duties and communication coordination
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### **Ideal Candidate:**

- Strong administrative and organizational skills, with experience managing filing systems (both electronic and paper)
- Skilled in Microsoft Office
- Ability to maintain confidentiality, especially when handling children's records or financial data
- Excellent communication and coordination skills, able to manage multiple calls and messages, prioritize communications, and escalate issues when necessary
- Basic knowledge or willingness to learn about the Child Care Food Program (CACFP) and nutrition standards
- Comfortable using software tools and able to learn new programs such as Minute Menu/Kidkare or similar
- Professional, dependable, and able to work well independently and as part of a team

- Applications will be accepted until the position is filled. Early applicants are encouraged. -

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