

Escondido Union High School District Job Description

Job Title: Nutrition Services Program Technician
Employee Unit: Classified Bargaining Unit
Job Family: Student Nutrition
FLSA Status: Nonexempt
Salary Level: 28
Approved By: Board of Education
Approved Date: October 13, 2015

NATURE OF WORK

Under the direction of the Director of Nutrition Services, support and assist in all activities pertaining to the Nutrition programs according to county, state and federal regulations. Works cooperatively with personnel in Nutrition Services and related departments. Obtains financial data for use in maintaining records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

Compiles a variety of student nutrition accounting data and information; prepare and maintain a variety of financial and statistical records and reports.

Review and verify various student nutrition accounting data; input a variety of data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists, reports and documents; maintain automated financial records; verify accuracy of input and output data.

Prepares vouchers, invoices, checks, account statements, various reports such as Sales Tax Reports, and other records.

Processes requisitions and travel requests for reimbursement or payment through Revolving Fund.

Establish and maintain filing systems.

Reconciles bank statements for Student Nutrition Services related accounts.

Verify adherence to appropriate federal, state, and local laws and regulations under the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and any related programs.

Performs a variety of highly complex confidential responsible administrative and office management duties.

Assists in the preparation and input of confidential information for free and reduced eligibility.

Scans and validates meal applications and conducts the mandatory verification process.

Update back office nutrition system with students, staff, accounts, meal layouts, sales item pricing, reimbursements, eligibility, and answers questions from administrators or site staff regarding program information.

Update student data system with free and reduced status, and work with the Director of Data Management for a weekly match.

Act as a resource person disseminating information to parents, admin, and staff concerning students' breakfast/lunch accounts/applications via email/phone/mail.

Review timecards for accuracy and coding of account lines, create job numbers for absences using district electronic system; reviews attendance forms.

Assists with hiring paperwork and processes.

Compiles, sorts and audits documents, such as invoices and checks, substantiating business transactions, bank statements, financial statements, deposits, sales tax reports, and bills various departments for services.

Creates, formulates and maintains spreadsheets.

Creates requisitions for purchases of equipment and supplies.

Assist with bid preparations and submit blanket requisitions.

Prepare travel requisitions and process reimbursements with compliance with district and county policies and regulations.

Reserve conference rooms for meetings.

Register nutrition employees for trainings, conferences and or webinars.

Assist with various tasks for SFSP, NSLP, SBP, and CACFP

Assist with staff scheduling for SFSP, NSLP, SBP, and CACFP or events and/or other nutrition programs.

Assist with scheduling district catering events and the use of special agreement forms.

Provide support and training to users in the proper use of both hardware and software and nutritional programs at school sites or board rooms for the purpose of instructing Nutrition Services staff. Contacts vendors to schedule inspections and routine maintenance on equipment.

Records the minutes of meetings for all gatherings including directors or managers meetings.

Bills student and staff for meals purchased.

Send Free and reduced list to testing coordinators or for valid federal/state programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's Degree (A.A.) or equivalent from two-year College or technical school, or five years related experience. High school diploma or general education degree (GED), supplemented by courses in basic accounting principles and procedures.

KNOWLEDGE OF:

Applicable federal, state laws, codes, regulations, policies, and procedures pertaining to school food service. Principles of food production including preparation, service, and storage; Sanitation and safety practices. Budget preparation and control; Oral and written communication skills; Principles and practices of administration. Interpersonal skills using diplomacy, tact, patience, and courtesy; Current use of technology, POS systems, computer operation and assigned software; Accounts payable principles and practices of financial record keeping; generally accepted accounting and invoice auditing procedures; basic arithmetic principles; English usage, spelling, grammar and punctuation; modern office practices procedures, and methods, including the use of standard office machines pertinent to assigned operations; Microsoft computer applications, including Microsoft Word, Excel, Email systems.

ABILITY TO:

Use computer database, electronic spreadsheets, to read and understand county and district computer systems, to maintain accurate records and to perform detailed work in a moderately isolated environment; keyboard at a minimum of 40 words per minute; rapidly perform calculations on a 10-key number pad; understand and follow oral and written instructions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work. Work independently with little direction.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet.

COMMENTS

The individual assigned to this position must demonstrate an organized, accurate and detail-oriented work style and must be able to amicably interact with employees from other departments on an occasional basis.