

STOCKTON UNIFIED SCHOOL DISTRICT

**FOOD SERVICE TECHNICIAN**

**DEFINITION**

Under the direction of the Director, Child Nutrition/Food Services administer and monitor the District's free and reduced price lunch program; process and oversee the processing of applications for the program, certify eligibility, verify applications, and distribute tickets; perform complex accounting clerical work in maintaining financial records and preparing reports; and perform related duties as assigned. Exercise functional supervision over temporary clerk staff working in the free and reduced price lunch program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Food Service Operations Supervisor.

**REPRESENTATIVE DUTIES—(Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Monitor the District's free and reduced price lunch program. (E)

Train and oversee work of temporary clerks who review and process applications for free and reduced price lunches. (E)

Instruct school secretaries in certification procedures. (E)

Visit schools as necessary to review and analyze procedures for meal/program reporting. (E)

Process eligibility forms for various funding streams (E)

Enter meal counts for specific programs as required. (E)

Prepare Direct Certification for the student nutrition program. (E)

Prepare reports and analysis on the free and reduced price lunch program. E

Prepare a variety of complex accounting reports; including labor summaries for elementary and secondary schools and the cafeteria meal report. (E)

Collect and verify hourly payroll forms. (E)

Compile monthly employee attendance reports. (E)

Assist in recording sales data and comparing food order/inventory. (E)

Entering food and material orders and supplies from school site kitchens. (E)

Maintain calendars and schedules of meetings, appointments and conferences; attend and participate in a variety of assigned meetings; take notes as requested; prepare and distribute summary of minutes as assigned. (E)

Act as receptionist; answer phone calls from staff, students, parents, the general public and other appropriate authorities and assist at the counter; refer inquires as appropriate; respond to requests and

provide information from and to school sites and Supervisors/Management reports as appropriate; based upon District and office policies and procedures. *(E)*

Verify information for a designated percentage of applications to comply with federal regulation; process transfer applications. *(E)*

Initiate and maintain a variety of complex files and records. *(E)*

Assist in maintaining and Tracking professional development credit earned. *(E)*

Maintain regular and prompt attendance in the work place. *(E)*

Perform related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Government rules and regulations governing the free and reduced price lunch program.
- Methods and practices of financial record keeping; office methods and procedures.
- Oral and written communication skills.

#### Ability To:

- Train and instruct workers on certification procedures.
- Analyze situations accurately and adopt an effective course of action.
- Assume responsibility and work without close supervision.
- Make arithmetical calculations with speed and accuracy; operate various office machines.
- Communicate clearly, orally and in writing; prepare clear, concise, and accurate reports.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties performed for the position described.

#### Education and Experience:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and three years of financial record keeping experience.

#### License or Certificate:

Possession of a valid California driver's license is required.

First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

### **WORKING CONDITIONS:**

#### Environment:

Indoor work environment.

#### Physical Demands:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.

- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.