



"Learning, Leading, Innovating"

NUTRITION SERVICES WORKER

DEFINITION:

Under the direct supervision of the District Nutrition Services Director the Nutrition Services Technician performs complex clerical and fiscal duties.

ESSENTIAL JOB DUTIES:

- Maintains and verifies record for free and reduced lunch program on a district-wide basis, including direct certification and migrant program.
- Works closely with and assists cafeteria cashiers in insuring compliance with USDA clerical regulations.
- Instructs new cafeteria cashiers concerning the meal program.
- Maintains all aspects of accounting for food service including daily deposits of sales.
- Weekly billing of outstanding accounts and catering from cafeteria.
- Communication to parents regarding child's meal accounts and special diets to certain allergies.
- Data entry of new and dropped students.
- Ordering supplies.
- Maintains commodity balances of USDA products.
- Maintains monthly edit checks.
- Submit monthly claims to State.
- Rebates and promotions for department and students.
- Submit daily deposit receipts to district for bank reconciliation.
- Prepare requisitions for purchase orders.
- Maintain contacts and paperwork of the snack program for the monthly claims.
- Prepare all paperwork and advertisement needed for the summer seamless program.
- Determine what meal application is needed for the New Year.
- Verification of free and reduced applications.
- Help cashier and serve when needed.
- Process and maintain all incoming invoices.
- Keeping track of all revenue for the cafeteria.
- Process all return checks and student account refunds.
- Prepare monthly menus for duplicating.
- Filing and keeping track of all production and transportation sheets.
- Loads transport vehicles and drives to dispensing sites.
- May assist with nutrition services deliveries.
- Performs other related duties as assigned.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- Common office machines and skill in their operation.

- Modern office methods and practices, including filing systems, receptionist, telephone techniques, letter and report writing and general computer knowledge

Ability to:

- Successfully pass the District Proficiency Examination.
- Work without close supervision.
- Perform responsible clerical work accurately and in a timely manner.
- Work cooperatively with others.
- Understand and carry out oral and written instructions.
- Type 40 words per minute from clear copy.

EDUCATION:

High school diploma or equivalent

WORK CONDITIONS:

Environment: Office environment; subject to constant interruptions.

Physical Abilities: Seeing to perform the necessary tasks of this position. Hearing and speaking to exchange information in person or on the telephone, dexterity of hands and fingers to operate typewriter and other office machines, sitting for extended periods of time, reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve files, and seeing to read letters and other memoranda

LENGTH OF SERVICE:

181 days

HOURS:

SALARY:

Range 10

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.