

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Data Technician – Nutrition Services
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	550
Reports to:	Director of Nutrition Services

JOB SUMMARY

Under the general supervision of the Nutrition Services Director, the Data Technician processes documentation related to the purchasing/receiving, user ordering, distribution, inventory control and accounting for departmental product and supplies. Responsibilities include processing of free and reduced lunch applications, processing of claims for state reimbursement, and maintenance of financial and inventory records for district restaurant (Café Central).

ESSENTIAL JOB FUNCTIONS

- Processes departmental purchase orders and receiving/invoice documentation. Orders USDA commodities. Orders food and equipment.
- Receives, reviews and approves school food orders.
- Processes order tickets for food orders and sends to district food warehouse. Consolidates and prints food orders, checks for inventory availability and distributes pick sheets and orders to other central facility personnel.
- Inputs any pre-ship orders and makes any required changes to orders.
- Responds to complaints or problems from school food managers concerning orders or deliveries and food quality. Notifies coordinator and arranges for complaints to go to relevant, involved department.
- Prepares and distributes yearly order calendar for school managers, including information on order dates, recipes, etc. Informs schools of any substitutions, ordering or delivery changes.
- Coordinates with food warehouse manager and assistant manager concerning pre-ships, changes or problems with orders or deliveries. Notifies them of pre-ships being picked up and when.
- Compiles monthly claim data and submits to State Child Nutrition Program for district reimbursement. Claims data includes number of students served lunch plus numbers for special programs such as summer lunch, fruit and vegetable program and after school snack program.

- Compiles claim-related data and prepares reports for Nutrition Services director. Compares and reconciles counts and other data, as periodically required.
- Bills various programs (e.g., Child Care, Head Start, preschool, kindergarten, Title 1).
- Assigns recipes for the facility. Ensures that correct prices are in the computer. Puts in new recipes and makes required adjustments to present recipes.
- Prints recipe pick sheets and delivers to cook chill warehouse personnel. Coordinates with warehouse personnel concerning delivery of ingredients to cook-chill managers.
- Enters warehouse orders for Cafe Central restaurant.
- Updates inventory records. Arranges for adjustments to be distributed to employees requiring that information.
- Coordinates with food buyer on food inventory, making substitutions when necessary.
- Processes free and reduced applications (e.g., verifies income).
- Notifies families of lunch payment status. Retrieves student meal histories as required. Processes refunds to parents.
- Notifies school managers of returned checks.
- Prepares daily and summary online payment reports.
- Prepares, counts and reconciles daily restaurant deposit. Files daily tape and transmittal sheet.
- Prepares and prints monthly menu calendar for restaurant. Posts online. Maintains web page calendar of café specials.
- Conducts weekly restaurant food inventory.
- Maintains summary spreadsheet for determination of restaurant inventory item costs.
- Compiles daily sales from restaurant register and prepares spread sheet of weekly and monthly sales results.
- Maintains food cost sheets for all food items, inventories food supplies, updates food item prices and updates cost figures.
- Compiles data and prepares reports for submission to state and district (e.g., yearly income verification report, enrollment reports). Provides information for district and state audits and reviews (CRE, etc.).
- Creates, orders/prepares and distributes parent letters and flyers.
- Coordinates taste testing.
- Posts menus to computer for school ordering. Assists with updating of Nutrition Services website.
- Maintains NutriKids computer database: Updates food items ingredients in database. Updates food labels for new items. Enters recipe nutrition information. Monitors foods chosen by students. Updates twice yearly. Calculates weekly menu nutritional averages (e.g. calories, total fat, protein, etc.)
- Assists school and district personnel with problems relating to computer ordering program.
- Receives telephone orders for café. Answers questions.
- Assists with restaurant cashiering at daily lunch.
- Coordinates substitute assignment to schools as needed and maintains substitute employee files.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.

- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Food handler's permit may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Proficiency in use of computer, including word processing, spreadsheets, e-mail, internet and district programs.
- Ability to use small office equipment.
- Secretarial skills, including word processing.
- Interpersonal and telephone skills for coordinating with school nutrition services personnel.
- Ability to prepare and/or process purchase orders.
- Ability to accept and process payments.
- Ability to maintain inventory and property.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

The Davis School District has the right to revise this position description at any time.