

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Food Service Technician

DEPARTMENT: Food Services

POSITION SUMMARY: Under direct supervision of the Director of Food Services provide a wide variety of secretarial, clerical and technical support to the Food Service Department.

ESSENTIAL FUNCTIONS:

1. Performs general clerical duties including general office reception duties, typing, proofreading, filing, checking, posting, maintains computer equipment files, and phone contact with parents.
2. Process free and reduced meal applications, maintains all meal applications by school site, verifies select applications, notifies parents/guardians of meal benefits and inputs all student meal benefit data into department software programs.
3. Keeps food service staff and site staff informed of meal status of all students on a daily basis.
4. Using district point of sale software, generates and reviews daily meal reports using district communications systems.
5. Assists in the diagnosis; testing, error logging, vendor and staff notification, dispatching, and reporting of problems associated with computer hardware and software.
6. Assists in the installation of new and updated point of sale software.
7. Prepares monthly meal claim reimbursement which includes typing the claim form, prepare monthly reports including student, adult cash sales, meal counts, and site edit checks using spreadsheet software.
8. Answers inquiries regarding student meal accounts in a prompt, positive manner and provides general department information to the public.
9. Maintains confidentiality of all sensitive communications regarding student meal status and staff matters.
10. Orders clerical supplies for office and school sites.
11. Conducts staff training on software programs and computers used by the Food Service Department
12. Attends staff meetings and represents department at district technology meetings.
13. Evaluates new trends in technology relating to food service technology and computer equipment.
14. Maintained prompt and regular attendance in the workplace.
15. Performs other Food Service related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma required. Two years of college in related field preferred. Minimum of three years experience in computer/data communications or equivalent experience is preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of Point of sale software and computer equipment used for point of sale.
2. Knowledge of modern office methods, practices, and procedures.
3. Ability to operate a variety of office equipment use common use of office equipment.
4. Knowledge of intermediate level computer skills, including but not limited to spreadsheets, general accounting and software programs.
5. Must have strong organizational skills.
6. Knowledge of general requirements of the National School Lunch and Breakfast Program or related food service field.
7. Ability to perform responsible clerical work requiring independent judgment with speed and accuracy.
8. Ability to interpret and apply policies, laws, rules and regulations.
9. Ability to perform mathematical calculations with accuracy and speed.
10. Ability to type at a speed of 50 words per minute from clear copy.
11. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp.
7. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Push/pull up to 25 pounds for short distances.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

SALARY: Classified range 36

Board Approved: 3/26/02
Revised: 12/13/16