

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Food Services Meal Account Technician

**DEPARTMENT/DIVISION:** Food Services Department

**POSITION SUMMARY:** Under general supervision of the Director of Food Services to perform a variety of general clerical duties such as typing, record keeping and student nutrition services, and provide clerical support to the Food Services Department. This is a twelve month position.

### **ESSENTIAL FUNCTIONS:**

1. Performs a variety of clerical work including work processing, data entry, proofreading, filing, checking and posting of information to records.
2. Maintains records National school breakfast and lunch program, including processing applications using District software.
3. Communicates with students, parents/guardians, staff and the public in person and via electronic communication devices regarding student meal account balances, acceptable meal pattern requirements, meal eligibility status, and the District on-line payment process.
4. Communicates with parents/guardians regarding confidential meal information, and addresses meal account discrepancies within student accounts.
5. Operates standard office equipment and maintains department records as directed.
6. Assists food service employees with District software support.
7. Assigns student pin numbers for nutrition programs using District software.
8. Updates nutritional binders for each menu cycle using District software.
9. Provides assistance for scheduling warehouse delivery appointments.
10. May assist in organizing the work of substitute employees.
11. May assist with the organization of monthly department staff meetings.
12. Maintains regular and prompt attendance in the workplace.
13. Performs other Food Service duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. One year of general clerical experience comparable to that of a Clerk Typist 1 required, preferably in a school setting. Knowledge of general office procedures and/or completion of basic business/computer coursework preferred.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of basic computer programs including, but not limited to, Microsoft Word, Excel, Winsnap and Rocketscan.
3. Ability to operate standard office equipment.
4. Ability to type at a speed of 50 words per minute from clear copy.
5. Ability to perform clerical work of moderate difficulty without close supervision.
6. Ability to analyze situations accurately and adopt an effective course of action.
7. Knowledge of District Food Service policies and procedures, and regulations regarding meal account eligibility.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds at waist height 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 District staff, students, parents, and the public.

Salary Range: 28

Board Approved: TUSD March 23, 2010

Revised: TUSD 12/13/2016