

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: Food Services Technician

BASIC FUNCTION:

Under the direction of the Director of Food Services, perform a variety of operational, informational, technical and clerical duties involving annual meal applications, cafeteria facilities and equipment, vendor communications, procurement, as well as frequent contact with students, District staff and the general public.

REPRESENTATIVE DUTIES:

1. Review, apply and explain the annual USDA Meal Eligibility compliance information to internal and external stakeholders to ensure proper meal application submissions, completeness and process for both online, scanned and manually entered applications.
2. Process annual meal applications using a variety of online web based software, District student information system software and scanning hardware.
3. Run reports of student eligibility utilizing meal application software.
4. Confer with the Director of Food Services, food service supervisors, principals and other school administrators to resolve meal eligibility compliance concerns and interpret related federal, State, and District guidelines.
5. Provide assistance to students and parents coming into the office with questions related to meal applications.
6. Ensure meal applications, parent letters and informational materials are distributed to parents and guardians annually and as needed throughout the school year.
7. Assist in composing and editing new forms and recommending and developing changes in procedures to minimize potential errors in application of meal eligibility to students.
8. Prepare purchase order requisitions for various outside vendors and the District warehouse.
9. Confer with the purchasing assistants regarding purchase order status and requirements.
10. Ensure signed weekly invoices are submitted by the food service supervisors and staff and submits routine financial records to fiscal services.
11. Process and compile reports for financials, using computer technology, and record keeping duties to monitor expenses of the department and compliance with child nutrition program.
12. Prepare payroll reports to submit for certification.
13. Perform a variety of general clerical duties in support of the Food Services Department, including typing, filing and duplication materials; compiling a variety of data and information; reviewing and processing of a variety of materials.
14. Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; takes, retrieves and relays messages as appropriate; schedules and arranges appointments, meetings and other activities as directed.
15. Prepare a variety of marketing and public relations informational materials, procedural guides, school site menus, catering menus using Word, Publisher, and Excel software.

16. Coordinate and calendar onsite District Office catering events; initial contact, invoice preparation and distribution, ensure food items are ordered and work with the Director or designee to ensure additional site staff are scheduled as needed. Set up requested food and beverage items for a variety of District meetings and events.
17. Using the nutritional analysis software, provide reports needed to District staff and nurses at the beginning of the year and throughout the year as menu changes occur.
18. Update and review website contents as needed.
19. Using meal application processing software, provide reports on student meal eligibilities and eligibility percentages to approved District personnel.
20. Provide work direction to office staff as necessary.
21. Maintain appropriate files and records according to USDA CDE requirements.
22. Conduct initial orientation for new hires and subs for the department.
23. Coordinate attendance and leave administration for department when needed.
24. Maintain and order department inventory of office supplies.
25. Coordinate and maintain all necessary documentation for State and Federal compliance.
26. Coordinate with District warehouse and purchasing personnel in procuring food and supplies orders for cafeteria sites through the District warehouse and outside vendors.
27. Communicate with vendors and distributors on any non-compliance issues with orders, deliveries and invoicing.
28. Participate in the physical counting and recording of warehouse inventory (paper goods, frozen and dry goods).
29. Gather product specifications of menu items. Input specific ingredients and recipe details including item costs using a web based menu-planning software. Prepare monthly reports showing food costs and nutritional analysis of menu items.
30. Receive information from food service supervisors regarding cafeteria equipment repairs needed. Input and track work orders; confer with facilities staff regarding any questions related to cafeteria site work orders.
31. Input work orders for food service staff as needed.
32. Communicate with food service supervisors on the status of cafeteria site equipment repairs.
33. Assist in evaluating equipment needs, gather information, create reports of findings and make recommendations on new equipment products and pricing.
34. Provide support to staff in areas such as meal application compliance, customer complaints, and questions on student eligibility.
35. Provide support at the site level when needed in covering various points of sale.
36. Support the Director and Production Supervisor to ensure sites comply with weekly and monthly reporting requirements.
37. Perform related duties as assigned.

KNOWLEDGE OF:

Recordkeeping techniques
Basic cost accounting principles or techniques
Research and statistical methodologies
Microsoft Excel, Outlook, Word, Publisher
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette

Oral and written communication skills
School organization, operations and policies

ABILITY TO:

Learn and explain Federal, State and District regulations and policies related to the School Breakfast Program, the National School Lunch Program and the At Risk After School Supper Program

Learn control procedures for the issuance and receipt of meal applications

Learn eligibility criteria for free or reduced-price meals

Understand and follow oral and written directions

Work cooperatively with others

Establish and maintain effective working relationships with others

Maintain records and prepare reports

Work confidentially with discretion

Communicate effectively both orally and in writing

Learn general principles of foods and nutrition

Learn sanitation and food safety standards in compliance with the principles of Hazardous Analysis Critical Control Point (HACCP)

Perform clerical work

Use spoken and written English effectively in contacts with individuals and groups

Plan and organize work to meet deadlines

EDUCATION:

Graduation from a recognized university or college with a bachelor's degree; degree in economics, accounting, finance, hotel and restaurant management, foods and nutrition, dietetics, public health, business, or marketing preferred

EXPERIENCE:

Two years of clerical experience working with computers and various software programs

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, employees are subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; lift, carry, pull, push up to 25 lbs.

MENTAL DEMANDS:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret documents; learn and apply new information or skills; work under tight deadlines with constant interruptions by phone calls and people requesting information; and interact with students, staff, parents, the public, and others encountered in the course of work.

WORKING CONDITIONS:

Typical office environment. Some work at the school site level in the cafeteria, assisting with point of sale coverage as needed. Some work in warehouse freezers to participate in monthly physical count of inventory. Must be able to drive to sites.

SALARY RANGE: 58

ADOPTED BY PERSONNEL COMMISSION: JUNE 14, 2017

ADOPTED BY BOARD OF EDUCATION: JULY 11, 2017