

Job Title: **Free & Reduced Coordinator**  
 Job Family: **Nutrition Services**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1165**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G12**

**SUMMARY:** Coordinates and administers the District’s Free and Reduced, and Community Eligibility Programs. Responsible for providing clerical support to various positions including but not limited to directors, administrators, and other staff within the program or department. Duties may include but are not limited to coordinating travel reservations, coordinating meetings and calendars, processing membership and paperwork. As the first point of contact for Nutrition Services, use various methods of communication to provide customer service to internal or external community members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages U.S. Department of Agriculture Free and Reduced Meal Program, and Community Eligibility Program district-wide to ensure compliance with Federal and State regulations. Includes implementation of guidelines, approving applications, and working with the Free and Reduced software. Ensures timely updating of changes in status, supervises staff during the qualification process, assures accuracy, and helps answer and provide clarification to parent and staff questions. Representative for Free and Reduced audits from U.S. Department of Agriculture and Colorado Department of Education. Coordinates downloading of Free and Reduced eligibility information per State and Federal regulations. Manages the on-line Free and Reduced application program. Coordinate with the District Homeless/Migrant liaison to ensure eligible students receive meal benefits per State and Federal regulations. Manages requests to disclose information and ensures confidentiality. Completes required state training.	D	45%
2. Coordinates implements and completes verification process per State and Federal regulations. Process all documentation received; develops family correspondences; and sends families requests for income information. Provides results of the verification process (continuance, status change, termination). Notifies schools (kitchen managers) of changed students’ status. Prepares final verification report and submits summary report to the Colorado Department of Education within established time frame. Other tasks include a report comparison of State records to District record for Free Meal eligibility and documents retention of all documents related to direct certification.	D	20%
3. Act as the first point of contact for a variety of internal and external customers. Communicate across various levels to fulfill a request for information. Answer phones, screen-incoming calls, provide information to callers, retrieve messages from voicemail, and route calls to appropriate parties.	D	15%
4. Coordinate and arrange meetings, and prepare agendas and announcements, schedule locations, order refreshments, generate letters, issues, and maintain records of kitchen keys and other items. Order and stock supplies. Coordinate travel reservations for staff. Process and maintain membership lists for professional organizations.	D	10%
5. Coordinates October pupil count for the Colorado Department of Education. Ensure appropriate at-risk funds for the district. Verifies data submission to the state to ensure appropriate funding is allocated to the district. Distribute free and reduced participation reports for District personnel.	A	5%
6. Manages Hazardous Analysis Critical Control Program (HACCP) web-based wireless software system. Includes troubleshooting, training, hardware maintenance/replacement, development, customization, and program enhancements.	D	4%
7. Performs other job-related duties as assigned.	Ongoing	1%
Total		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of four (4) years general clerical experience.
- Experience in computer point of sales application systems preferred.
- Experience in computer desktop technical support preferred.
- Experience in Free and Reduced Application Process and CEP preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced problem solving and critical thinking skills.
- Knowledge of computer systems and the USDA lunch program mandates preferred.
- Knowledge of Microsoft Office software and Google applications.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Executive Director, Business Services Strategic Engagement	3021

- Provides guidance and training to Nutrition Services Staff during the Free and Reduced processing period.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Ensure approved free-reduced applications are submitted accurately for federal and state meal and/or snack reimbursements for at-risk children.
- Assists with meal payment collection for students.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	