

BRIGHTON SCHOOL DISTRICT

CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Nutrition Services Staffing / Payroll Specialist
Date Prepared or Last Modified: November 2022
Work Year: 260 days
Department: Nutrition Services
Reports To: Nutrition Services Director

SUMMARY; Coordinates staffing for the Nutrition Services program. Maintain department databases (Applitrack) and spreadsheets regarding staffing, and employee information. Review and verify hours worked in TMS and process edit reports (payroll); daily assigning substitute kitchen workers to all schools; assist in processing free and reduced meal applications, answer phones calls and in person questions regarding free and reduced applications; maintain and update department employee training records; providing customer service in the nutrition department; compiling employee information; filing; and answering phones.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 30% Coordinate staffing for all kitchens in the school district. Answer phone calls from staff, managers, and supervisors each morning and prioritize needs by school and on menu being prepared and served. Responsible for coordinating and tracking trainings for all Nutrition Services employees. Interview and check references of prospective Nutrition Services Workers. Check Applitrack daily for new applicants. Schedule interviews, coordinate with H.R. through new hire process. Track 40 and 80 evaluations of employees. Coordinate with H.R. regarding workmen's comp cases for staffing and payroll purposes.

- D 30% Greet and assist visitors that come into the Nutrition Office, answer customer phone calls, and if needed, directs them to the correct staff member, print proof of eligibility letters when requested. Input information into the approved program for free and reduced applications. Answer questions and provide clarification to parents and staff regarding student accounts and the Free and Reduced program. Assist Nutrition staff with questions regarding, ordering, technology, printers, software, and the point of sale system. Work with Infinite Campus, SDMS, and PaySchools to find student numbers, addresses, school, and other information about a student. Answer the phone to help the Kitchen Managers with questions about free and reduced questions and give clarification to mangers and parents regarding student lunch accounts; answer or direct to Supervisor questions about new memos, policies, and employees; and help with questions from customers and vendors.

- W 30% Maintain all employee's hours and contracted days worked on weekly bases. Compile and enter edit reports (temporary/leave without pay hours/COVID leave) into TMS. Compile monthly substitutes timesheets and process into one document. Complete and verify monthly payroll. Maintain and edit department employee training records.

- D 4% Assist the Free and Reduced Coordinator in processing information into the approved program for Free and Reduced Meal Applications. Answer and provide clarification to parent and staff questions on qualification on the applications. Help with audits and verification of the Free and Reduced applications for appropriate program eligibility of the USDA guidelines. Work with Infinite Campus program to find student numbers, addresses, school, and other information about a student to process applications.

- D 1% Sort and direct mail for Nutrition Services central office and school kitchens.
- A 1% Assist in opening and closing tasks for the beginning and end of each school year for the beginning of the school year and prepare end of year check out process.
- M 1% Assist in preparing Kitchen Manager meetings and Nutrition Services employee's meetings. Record information from Managers meetings.
- M 1% Work in the kitchens when no one else is available.
- D 1% Stay informed on all state and federal rules and regulations by reading all e-mails from CDE and attending seminars, workshops, and conventions.
- Ongoing 1% Perform other duties as assigned.

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.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE 5 years' experience working with computers. Proficient with Excel, Infinite Campus.

SKILLS, KNOWLEDGE, & EQUIPMENT Decision making, troubleshooting, intermediate computer, negotiating, organizational, communication, reading, and writing skills. Ability to diffuse difficult and hostile situations. Ability to manage multiple tasks simultaneously. Operating knowledge of and experience with computers and general office equipment. Operating knowledge of free and reduced software within 2 months after hire; food service equipment, QSP software, Microsoft Office, web design software, and TMS within 3 months after hire; and Infinite Campus program within 6 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities. Acts a resource for department staff, parents, and students regarding the free and reduced lunch program; for Kitchen Managers by ensuring an adequate inventory of food and supplies; and for department staff by troubleshooting problems related to the QSP software in the supervisor's absence.

JUDGMENT AND DECISION MAKING Work is self-directed and assigned by Supervisor, Kitchen Manager, Nutrition Services Assistant Supervisor and Coordinator, Nutrition Services Workers, and district administration. This position requires application of position knowledge, independent judgment, and knowledge of policies and procedures to ensure adequate delivery and quantity of supplies and food, to ensure appropriate processing of free and reduced lunch applications, to diffuse angry callers, and to determine the urgency of work orders. Work is guided by district, department, state, and federal policies and procedures. Decision making requires collaboration with Supervisor, vendors, Maintenance Department, Kitchen Managers, Nutrition Services Assistant Supervisor and Coordinator, and Nutrition Services Workers. Supervisor is occasionally involved in decision making.

DIVERSITY OF DUTIES Requires cross-training in computers; district, department, state, and federal policies and procedures related to school nutrition services and free and reduced lunch program; accounts payable; work orders; food and supply inventory; and food preparation procedures, safety, sanitation, and equipment. Duties extend within immediate department on a daily basis.

SAFETY TO SELF AND OTHERS Medium exposure to self to repetitive motion injuries due to keyboarding and sitting. When required to work in the kitchens: low exposure to self to bruises due to bumping into equipment, to cuts due to knives and slicers, to chemical burns due to cleaning supplies, to heat burns due to ovens/stoves/fryers/steam, to fractured bones due to slipping on wet floors, to hernia due to lifting heavy items, to disease due to hepatitis and food poisoning, to loss of limb due to mixer and slicer, to loss of sight due to

chemicals, to disfigurement due to cleaners and burns, and to fatality due to use of gas stoves and driving if required. May expose others to injuries and/or disease if a person in this position fails to maintain cleanliness of work area/cafeteria, to operate equipment and handle cleaning supplies safely when others are present, to ensure safe and sanitary preparation of food, and/or to drive safely.

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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to exhaust from trucks in the warehouse, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compute, communicate, and use interpersonal skills. Frequently required to compare and copy. Occasionally required to analyze, coordinate, instruct, synthesize, evaluate, compile, and negotiate.