

**BRIGHTON SCHOOL DISTRICT**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Nutrition Services Technology and Free and Reduced Specialist  
**Date Prepared or Last Modified:** November 2022  
**Work Year:** 260 days  
**Department:** Nutrition Services  
**Reports To:** Nutrition Services Director

**SUMMARY:** Maintain hardware/software in Nutrition Services; provide training to Nutrition Services employees on hardware/software. Manages the compliance and accountability for meals claimed to United States Department of Agriculture (USDA) and Colorado Department of Education (CDE). Coordinates and administers the District's Free and Reduced program. Support, maintain, troubleshoot and upgrade Nutrition Services POS program.

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

- D 35% Manages the POS software and on-line credit card payment program which includes, but is not limited to implementing software upgrades and /or new systems software, refunds, and credits. Coordinates and provides training on customer service and point of sale (POS) software to all Nutrition Employees. Provide technical support and troubleshoots issues related to hardware/software. Responsible for maintaining a replacement schedule for the hardware/software. Maintains inventory of computers and related equipment for Nutrition Services. First contact for technology issues. Works with technology vendors and district Information technology (IT) department to address issues, submit enhancements, update systems and test changes. Serves as a liaison between IT and Nutrition Services.
  
- D 30% Manages United States Department of Agriculture (USDA) Free and Reduced Meal Program process district-wide to ensure compliance with Federal and State regulations. Includes implementation of guidelines, approving applications and working with 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 USDA and Colorado Department of Education (CDE). Coordinates downloading of free and reduced eligibility information per state and federal regulations. Manages the on-line free and reduced application program. Maintains filing system on all applicants approved by the state as direct certification. Coordinate with the District Homeless/Migrant liaison to ensure eligible students receive meal benefits per state and federal regulations. Manage disclosure request and/or completes required state training. Respond to parent inquiries related to their student's meal account and/or application status. Ensure compliance with USDA and CDE regulations for submitting meal reimbursements.
  
- D 20% Marketing and social media. Responsible for updating information on the Nutrition Services website. Maintain and create posts of department Facebook page. Develop and implement student oriented promotions and marketing for Nutrition Services.
  
- D 5% Responds to parent inquiries related to their student's school meal account.
  
- D 5% Coordinates and implements Federal Mandated Direct Certification process, Tasks include report comparison of state records to district records for free meal eligibility. Coordinates and completes verification process per state and federal regulations. Process all documentation received and develops correspondence and sends to families; request for income information, and provides results of the verification process (continuance, status change, termination). Notifies schools (kitchen managers) of changed student status. Prepares final verification reports and submits summary report to CDE within established time frame.
  
  
- A 2% Coordinates October 1 Free and Reduced data for . Distribute free and reduced participation reports for District personnel. Conducts beginning and end of year Point of Sale (POS) functions necessary to open/close the school year. Finalizes and stores the end of year information. Archives students accounts at the end of the school year. Provides guidance to school kitchens to ensure accurate data is submitted for year-end reporting.
  
- M 1% Assist in preparing Kitchen Manager meetings and Nutrition Services employee's meetings. Record information from Managers meetings.

- D 5% Input work orders into computer for Maintenance Department when requested by the kitchens or central office.
- W 1% Input billing on the computer, issue student refunds, collections on all returned checks, prepare journal entries, deposit cash flow or checks that are brought directly to the Nutrition Office, assist with the rental agreements of district kitchens, copy, and send out to customers and the Finance Department for the account deduction.
- 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 AS400 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 as 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 Point of Sale software.

**JUDGMENT AND DECISION MAKING** Work is self-directed and assigned by Supervisor, Nutrition Services Assistant Director and Coordinator, 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 Director, 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.