EAU CLAIRE AREA SCHOOL DISTRICT

## JOB DESCRIPTION

| | |
|---|---|
| **Job Title** | Food & Nutrition Support Specialist |
| **Department** | Food & Nutrition |
| **Reports To** | Director of Food & Nutrition |
| **Classification** | Hourly Classified |
| **Location** | District Office |
| **Salary** | On Schedule |
| **Length of Contract** | 12 Months |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Food and Nutrition Support Specialist provides technical and organizational support for the Food and Nutrition software and hardware, vendors and vendor related services, and department products and functions. The Support Specialist also works directly with various government agencies and programs related to the department as well as processes invoices for payment and calculates profit/loss for a la carte and catering programs.

## Essential Job Functions

- Performs weekly ordering of food, supplies, and equipment used in the meal, a la carte, daycare, and catering programs.
- Works with vendors regarding new products and addresses problems with current products, programs offered by manufacturers, production, and pricing.
- Obtains nutritional information from vendors and manufacturers for correct nutritional analysis.
- Installs and maintains software on point-of-sale computers and provides hardware support at all schools and works with vendor to maintain database reliability, integrity, and accuracy.
- Evaluates and tests new software to be used by the Food and Nutrition department for the purchasing and inventory of products. Assists staff personnel in the transition and implementation of selected purchasing and inventory programs.
- Maintains information files on food, supplies, and equipment products.
- Utilizes equipment records to determine repair/replacement decisions and future equipment choices.
- Costs recipes for all components of the lunch, breakfast, catering, and ala Carte menu for all locations, and provides reports.
- Determine usage and expenses and generate reports for department programs.
- Creates direct diversion request for proposals (RFP) for the United States Department of Agriculture (USDA) commodity program, distributes to vendors, and collates results.
- Communicates with vendors regarding the RFP process.
- Works with the Department of Human Services (DHS) to identify students who qualify for free or reduced meals and communicates with qualifying families.

- Assists families with the free and reduced application software, processes applications, and communicates with families regarding the status.
- Assists District staff and families with the meal account payment software and works with software vendor to maintain software and address issues.
- Creates and maintains department spreadsheets and documents as needed.
- Maintain and generate reports on perpetual inventory of commodity items for the District and update costs on a monthly basis.
- Enter school inventory data as needed.

**Ancillary Job Functions**

- Updates bid request forms and maintains vendor bid list.
- Verifies and approves all purchase orders for payment.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Post-secondary training in advanced secretarial skills, data entry, and computer software program proficiency.
- Recent responsible office experience, including high level of experience and/or training in Microsoft Office Suite.

**Preferred Qualifications –** Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience working with governmental programs.
- Experience with purchasing and/or RFP processes.

**Knowledge, Skills, and Abilities –** May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work and communicate within a team in order to support the various needs of staff and students.
- Ability to work with vendors, manufacturers, and service providers to ensure the District receives high-quality goods that meet standards.
- Ability to utilize Microsoft Excel for costing, profit/loss, inventory, repairs, and RFPs.
- Ability to function independently and make judgment calls.
- Excellent interpersonal and communication skills.
- High level of organizational proficiency and ability to coordinate several complex projects with a high degree of skill, accuracy, and speed.
- Ability to learn and operate a variety of computer programs and demonstrate use to others.
- Ability to communicate effectively with staff, families, the public, and business partners.
- Thorough knowledge of modern office technology, practices, and records management procedures.
- Ability to handle confidential material appropriately.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior

- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Occasionally may be required to grasp, push, reach, stoop/kneel, or climb/balance when working on computer equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.