

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Food Service Specialist

DEPARTMENT: Food Services

POSITION SUMMARY: Under direct supervision of the Director of Food Services, or designee, provide a wide variety of secretarial, clerical, and technical support to the Food Services Department.

ESSENTIAL FUNCTIONS:

1. Performs general clerical duties including general office reception duties, typing, proofreading, filing, checking, posting, maintains computer equipment files, and phone contact with parents. In the department Secretary's absence, contact and schedule Food Service substitutes as needed.
2. Performs activities related to free and reduced meal eligibility determinations, including processing applications, conducting direct certification, and participation in state and/or federal meal programs.
3. Performs activities related to the CDE application to participate in child nutrition programs, ensuring timely and accurate submission.
4. Using district point of sale software, generates and reviews daily meal reports using district communications systems.
5. Performs diagnosis, testing, error logging, vendor and staff notification, dispatching, and reporting of problems associated with computer hardware and software.
6. Coordinates with ISET and the vendor to facilitate the implementation of new point of sales technology within the Food Services Department.
7. Serves as the department's technology liaison, ensuring that Food Services technology is integrated with District technology. Serves as a point of contact for Food Services site technology issues or concerns. Works with ISET and/or food service software program providers for problem resolution.
8. Prepares monthly meal claim reimbursement which includes typing the claim form, prepare monthly reports including student, adult cash sales, meal counts, and site edit checks using spreadsheet software.
9. Provides input, information, and assistance to the Director of Food Services or designee, regarding assigned functions, for the formulation and development of procedures, and programs.
10. Answers inquiries regarding student meal accounts in a prompt, positive manner and provides general department information to the public.
11. Maintains confidentiality of all sensitive communications regarding student meal status and staff matters.
12. Orders clerical supplies for office and school sites.
13. Conducts staff training on software programs and point of sales equipment used by the Food Services department.
14. Attends staff meetings and represents department at district technology meetings.

15. Evaluates new trends in food service technology and point of sales equipment and makes recommendations to the Director of Food Services, or designee, for new upgraded systems.
16. Maintained prompt and regular attendance in the workplace.
17. Performs other Food Service-related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma required. Two years of college in a related field preferred. A minimum of three years of experience in computer/data communications or equivalent experience is preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of Point-of-sale software and computer equipment used for point of sale.
2. Knowledge of modern office methods, practices, and procedures.
3. Ability to operate a variety of office equipment and common use of office equipment.
4. Intermediate knowledge of computer skills, including but not limited to general accounting, and software programs. Advanced knowledge of Excel or similar spreadsheet program required.
5. Must have strong organizational skills.
6. Knowledge of general requirements of the National School Lunch and Breakfast Program or related food service field.
7. Ability to perform responsible clerical work requiring independent judgment with speed and accuracy.
8. Ability to interpret and apply policies, laws, rules, and regulations.
9. Ability to perform mathematical calculations with accuracy and speed.
10. Ability to type at a speed of 50 words per minute from clear copy.
11. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk, and bend over, reach overhead, grasp.
7. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Push/pull up to 25 pounds for short distances.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

SALARY: Classified range 45

BOARD APPROVED: 02/11/2025