

Ontario-Montclair School District

CLASS SPECIFICATION

Food Services Meal Application Specialist – Bilingual

GENERAL PURPOSE

Under general direction, performs specific accounting, data entry, and clerical functions in connection with approving, processing and maintaining meal application records, involving manual, machine and computer systems to prepare Food Services' related reports and records; interact with public in both Spanish and English; responds to telephone inquiries in both Spanish and English; exercise independent judgment in the application and interpretation of rules, regulations and procedures; and do other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to all guidelines established by the U.S. Department of Agriculture (USDA) and State Board of Education Department of Child Nutrition relating to the National School Lunch Program (NSLP).
- Operates a computer terminal to enter or import a variety of student and family data such as name, social security number and source of income, address, grade and enrollment data; maintains accurate meal application counts for the Food Services program.
- Receives, checks, reviews and verifies entered data against a variety of documents.
- Updates and monitors data; enters additions, changes and deletions according to prescribed procedures.
- Determines the meal eligibility of students for the Food Services Program.
- Prepares statistical data for the schools, faculty, administrators and specialists; answers questions related to information needed.
- Participates in developing new procedures as needed and assists in assuring that established procedures are carried out efficiently.
- Develops formats and procedures for entering and retrieving necessary data.
- Maintains and updates all types of student and family meal application records and files; maintains confidentiality of records and information.
- Operates other office machines such as typewriter, calculator and copier.
- Assists in the duplication and Spanish Translation (oral or written); distribution of reports, letters and other correspondence.
- Provides training to clerical and site based staff on application collection and processing.
- Opens, sorts and routes mail.
- Assists parents and guardians in completing the meal application in both Spanish and English.
- Receives, reviews, processes, files and maintains all meal applications.
- Controls temporary approvals, transfers and deletions of applicants.

- Verifies parent or guardian salary information as stated on meal application.
- Interacts with district Management Information Systems Department on a regular basis.
- Assists with special projects as directed by supervisor.
- Conducts meal application verification in accordance with USDA regulations.
- Performs related duties as assigned within classification.

QUALIFICATIONS

Knowledge of:

- USDA/NSLP regulations and procedures pertaining to free and reduced meal applications.
- District policies and procedures as they apply to student record keeping.
- Methods and practices of statistical record keeping work involving data processing.
- Operation, care and use of data entry and output equipment.
- Formats and procedures for entering and retrieving various types of data.
- Modern office practices, procedures and equipment.

- Telephone techniques and etiquette.
- Record keeping techniques.
- Correct English and Spanish usage, grammar, spelling punctuation and vocabulary.
- Oral and written communication skills (Bilingual Spanish/English).
- Interpersonal skills using tact, patience and courtesy.
- Procedures, policies, rules and regulations of the Nation School Lunch and Breakfast Programs.

Ability to:

- Read, interpret and follow rules, regulations, policies and procedures.
- Verify accuracy and completeness of documents and process data.
- Compile, maintain and submit accurate and complete records and reports.
- Read and interpret data processing printouts.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of student and family records.
- Communicate effectively with students and adults.
- Plan and organize work.
- Maintain records and files.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing (Bilingual Spanish/English).
- Operate a computer terminal, printer, typewriter, copier and calculator.
- Pass District Office Skills test.
- Pass District Word Processing Skills tests.
- Pass District Bilingual Spanish test.
- Work effectively in a multi-ethnic setting.
- Exercise independent judgment.
- Translate letters, meal applications and other documents written in English into grammatically correct Spanish.

Education, Training and Experience

Graduation from high school/GED supplemented by course work in computer usage and two years of increasingly responsible clerical experience including one year experience entering varied data on a computer terminal.

Licenses; Certificates; Special Requirements:

OMSD Bilingual Test certificate; . A valid Class C California driver's license, good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and

reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, vendors, County employees, private auditors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approved: 12/13/2012