

JOB DESCRIPTION

Pleasanton Unified School District

CHILD NUTRITION SUPPORT TECHNICIAN

Purpose Statement:

The job of Child Nutrition Support Technician is done for the purpose/s of maintaining a variety of records i.e. purchasing, child nutrition free/reduced lunch, ensuring efficient use of financial resources; maintaining computerized point of sale system and communication of subsequent details to staff and community; maintaining applications and records for needy students, contacting parents of eligibility status and lunch status; providing clerical support to assigned administrator or department; and to perform all related duties as assigned.

Essential Functions

- Informs personnel and vendors for the purpose of providing necessary information to personnel and/or vendors regarding a variety of procedures and program requirements in order to accurately complete transactions, take appropriate action and/or comply with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records; e.g. accounts receivable, contracts, transfers, cash deposits, timesheets, free/reduced lunch applications, and student accounts, for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains Point of Sale system its functions including software and hardware updates, procedural updates and revisions for the purpose of training employees and informing staff and community of account balances.
- Oversees, with supervision, the regular supply of all department related office materials for the purpose of supporting the child nutrition department and supervisor.
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with the financial, legal and/or administrative requirements.
- Processes a wide variety of fiscal information for the purpose of updating information and or authorizing final action in compliance with accounting requirements and state requirements governing school food services receiving reimbursement.
- Reconciles account balances for vendors and customers, including internet prepayments for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies for the purpose of ensuring the appropriate use of funds in accordance with the established guidelines, and/or returning damaged/incorrect items to vendors.
- Supports the assigned administrator for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in completion of their work activities including point of sales information and general computer related issues.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills, Knowledge and Abilities SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette accounting/bookkeeping principles; common office machines; concepts of grammar and punctuation; office methods and practices; safety practices and procedures; knowledge of National School Lunch Program and Breakfast Program and their related requirements and subsequent records processing.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid CA Driver's License
CA State Food Handlers Certification

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

None Specified

Approval Date

Salary Grade

Classified 15