

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
FOOD SERVICE OFFICE TECHNICIAN

DEFINITION

Under direction of the Director of Food Services, coordinate and perform a wide variety of advanced professional technology duties in support of Nutrition Services enterprise applications.

CLASS CHARACTERISTICS

Incumbents in this position are required to have knowledge of regulations set forth by the National School Lunch Program and apply it in the performance of their assigned tasks, communicate and relay information effectively to staff members, and have the ability to understand, operate, and train employees on Food Service related software programs.

EXAMPLES OF DUTIES

- Collaborate with Technology Services to ensure department computers are properly communicating on the network. Manage and coordinate system changes with database and network administrators.
- Install software updates and monitor hardware performance.
- Set up, configure, and troubleshoot PC and Point of Sale (POS) hardware, manage new and existing computerized POS system. Develop and maintain user instructions, operational, and technical documentation of applications.
- Maintain District Host POS and user accounts related to Food Service software applications and monitor daily interface jobs and ensure databases are backed up. Manage site POS, crediting accounts, reports, daily balancing/closing and weekly deposits.
- Assist Food Service staff to perform routine computer functions from central office and cafeteria location. Train staff on software applications used by the department.
- Compile, process, and submit various reports utilizing the POS system for County, State and Federal reimbursement.
- Create, edit, print and distribute all Food Service related forms or reports such as daily production worksheets, menus, and transport forms.
- Maintain Food Service Personnel contact information and work schedules.
- Confidential District level data entry of Free/Reduced Applications, and to ensure applications for meal eligibility are processed according to regulations and to maintain student eligibility information district wide.
- Assist the director in the development of District policies, administrative regulations and departmental procedures related to Food Service.
- Implement accounting procedures for National School Lunch and National School Breakfast Programs. And to perform the duties of accounting personnel as needed.
- Search for current guidelines, updates and forms within the California Department of Education website.
- Update inventory records within the computer system, bill for Pre-Schools and Food Service Catering.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

- Computer software, hardware and related technology, including POS system
- Point of Sale application
- Methods, procedure and terminology used in accounting work, including financial record-keeping;
- Operation of office equipment, including computer and spreadsheet software applications.
- Common public relations courtesies, practices and techniques.

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Ability to:

- Communicate effectively, both orally and in writing, displaying tact, patience and judgment;
- Perform responsible technical work with accuracy and speed;
- Organize work to meet deadlines;
- Interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and apply them with good judgment in a variety of situations;
- Retain and recall information;
- Compile and maintain accurate records and files;
- Maintain confidentiality of privileged and sensitive information;
- Adjust to changes in workload, assignments, priorities and policies;
- Compose correspondence independently;
- Make mathematical calculations accurately;
- Type at a speed of 50 words per minute;
- Operate a computer terminal;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with persons contacted in the course of work;
- Analyze, identify and communicate effectively to solve software and hardware problems;

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing advanced secretarial or clerical work, preferably including dictation;

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Requirements:

1. Employee lifts/carries 60 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 30 pounds frequently (34-66% of the time).
3. Employee lifts/carries 15 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 63.9 pounds on objects.
5. Employee's position requires pulling a maximum force of 63.9 pounds on objects.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions

Incumbents of positions in this class may be required to attend periodic evening meetings and/or travel within County boundaries to attend meetings.

SALARY LEVEL

Range 22 of the ACUSD Classified Salary Schedule.