

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES PROGRAM TECHNICIAN

DEFINITION:

Perform all accounting functions for program including statistical reports and related financial data; provide technology and clerical support for program.

JOB RELATIONSHIPS:

Supervised by the Nutrition Services Director; works cooperatively with personnel in Nutrition Services, Accounting and Central Stores and the public; has contact with other classified staff at district schools.

ESSENTIAL DUTIES:

Count daily cash of each school and prepare daily deposit.

Check deposits and reconciliation of all schools daily sales reports.

Process and maintain record for free/reduced lunch applications.

Assure authorized District signatures are obtained in accordance with District policies and procedures.

Process purchase orders/requisitions in a timely manner.

Maintain vendor lists and vendor profiles.

Act as a resource person, disseminating information to school personnel concerning Nutrition Service programs and accounts.

Act as a resource person, disseminating information to parents concerning students' breakfast/lunch accounts/applications.

Perform all functions for Nutrition Service accounts receivable and payable.

Produce required reports and provide adequate control over financial transactions.

Prepare menus and bulletins for publication and distribution.

Generate data required in preparation of local, state and federal reports.

Post, assemble, tabulate and compare department financial data.

Provide support and training to users in the proper use of both hardware and software at all school sites for the purpose of instructing Nutrition Service staff.

Investigate hardware and software problems for operation of the Nutrition Services program.

Update change in the department/site computers related to the Nutrition Service program for the purpose of insuring correct pricing and inventory.

Review daily and monthly sales reports for the purpose of accuracy.

Answer telephone; relay messages; file, type letters and assists with all general office duties; distribute mail and supplies.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned

KNOWLEDGE OF:

Methods and practices of financial record-keeping and accounting
School Nutrition Service program, its objectives and requirements
Office and accounting-related computer software and application programs
Excellent verbal and written communication skills
General office practices
Proper telephone courtesy and procedures

ABILITY TO:

Type 50 words per minute
Operate adding machine, calculators and computer
Carry out assigned work without immediate supervision
Make arithmetical calculations quickly and accurately
Operate business office equipment
Take accurate information over the counter and by telephone
Assume responsibility for routine office work
Accept direction and intelligently follow instructions
Work cooperatively with the public and fellow employees
Maintain accurate records for accounting purposes
Use microcomputer and financial software applications

EDUCATION:

High school diploma or equivalent required
Completion of accounting, technology-related and/or business-related coursework in higher education desirable.

EXPERIENCE:

Two or more years of successful employment in Nutrition Services program in school district or in a related public or private agency.

LICENSES AND OTHER REQUIREMENTS:

Passage of District pre-employment test
Post-offer physical examination and drug screening
Fingerprint clearance from the Department of Justice
Tuberculin skin test before employment and every four years thereafter or a chest x-ray

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Board approved: 5/23/2006