

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Food Services, perform responsible and complex secretarial and clerical services to assist the Director and assigned staff in providing services to relevant internal and external customers; process and administer the technical details for the meal eligibility program; organize office activities and coordinate flow of communications; train and provide work direction to clerical and secretarial personnel as assigned. Largest part of duties includes meal application processing for eligibility, record keeping and reporting of eligibility status, which provides the basis for financial reimbursement from the State and Federal Government; collecting and disseminating confidential information from meal applications and verification to meet Federal/State guidelines.

REPRESENTATIVE DUTIES:

Perform a wide variety of specialized, technical and responsible secretarial and program management clerical duties to assist the Director and assigned staff in providing meal eligibility to students. Compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters. *E*

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment. *E*

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others. *E*

Prepare and maintain financial and statistical records related to the assignment; collect and account for fees; record expenditures and maintain current balances in assigned budgets. *E*

Organize budget and financial materials to maintain accurate fiscal records of various purchases and expenditures. *E*

Type letters, reports, memoranda, records, forms and other materials from straight copy, rough drafts or oral instructions, including materials of a confidential nature. *E*

Operate a computer workstation to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*

Operate a variety of office equipment including typewriter, calculator, dictation equipment, duplicating machines and others. *E*

Check reports, records and other data for accuracy, completeness and compliance with established standards. *E*

Schedule meetings; compile and duplicate materials as needed; receive, sort and distribute mail. *E*

Order and maintain various forms, supplies and equipment as necessary; maintain a variety of complex files; assure confidentiality of information and records. *E*

Provide information and assistance to parents, school staff and outside agencies related to meal eligibility. *E*

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of records. *E*

Review meal applications; assure the proper completion and accuracy of meal application data. *E*

Input a variety of information into the computerized meal application system to correctly determine meal eligibility, process meal tickets for mailing, download eligibility status to Computerized Point of Sales Sites. *E*

Process meal ticket booklets for distribution, maintain roster of ticket booklet numbers issued by eligibility categories. *E*

Review meal tickets usage; forecast for next year and process ordering by meal eligibility categories; verify and distribute meal tickets. *E*

Research documentation of household certified to receive county financial aid in order to process for direct certification into the meal eligibility program. *E*

Research, implement and provide interpretation of Federal and State guidelines governing the Meal Eligibility Program. *E*

Enter, maintain and update meal eligibility as to changes in family members, income or school sites. *E*

Gather, verify and compile meal eligibility information, interpret findings and prepare result, correspond result of findings to parents and school sites and maintain evidence of these findings for review. *E*

Monitor the Meal Eligibility Site Roster; revise and communicate changes to school cafeteria sites; input changes into computer system. *E*

Maintain a variety of meal eligibility records and respond to parent and guardian's questions; research issues and provide information. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office machines including a computer work station.

Federal and State of California guidelines for meal eligibility.

Rules and regulations involved in processing meal applications.

Acceptable information to determine meal eligibility.

ABILITY TO:

Perform a variety of technical duties in determine and maintaining meal eligibility.
Maintain complex and confidential records and files.
Analyze meal eligibility situations accurately and adopt an effective course of action.
Perform varied and complex secretarial and clerical support duties.
Work independently with little direction.
Type at 45 words net per minute from clear copy.
Operate a variety of office machines including typewriter, calculator, transcription equipment, copiers and computer workstation.
Utilize word processing and other computer software.
Compose materials independently or from oral instructions.
Maintain a variety of filing systems.
Establish and maintain effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Understand and follow oral and written directions.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Work confidentially with discretion.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience involving the use of office equipment.
Experience with Federal and State Food Service Programs is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer work station and office equipment, speaking to exchange information, seeing to assure accurate and complete correspondence, reaching to retrieve and maintain files, sitting for extended periods of time, bending, pushing, lifting and moving objects weighing up to 25 pounds.