

Sequoia Union High School District

Job Description

JOB TITLE:	Food Services Technician
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified M&O
SALARY SCHEDULE:	8.0
WORK - YEAR / HOURS:	12 months
LOCATION:	Central Kitchen
BOARD APPROVAL:	November 14, 2018

DEFINITION

Under the direction of the Director of Food Services, audits and reconciles daily food service sales, cashier transaction logs, menu production records, recipes and nutritional database for all the school sites. Monitors and maintains various logs and databases used for the food service program.

DISTINGUISHING CHARACTERISTICS

This is a skilled classification in food service, providing technical support to the Director of Food Services. Positions in this class must work independently with minimal supervision. There is a recognized functional responsibility for organization, record keeping and problem solving.

EXAMPLES OF DUTIES

- Monitors, maintains and audits daily food sales transactions
- Monitors, maintains and audits the timely submittal of logs, reports, and daily paperwork by department staff and other outside agencies
- Compiles monthly reports for the Food Services program
- Monitors and audits school meal production records
- Contacts schools and/or staff to discuss and resolve financial records, transactions, and discrepancies
- Prepares, schedules and take minutes of food service meetings and in-service trainings
- Maintains a log of equipment service requests/repairs
- Maintains records of food service equipment preventative maintenance schedules
- Maintains and updates the department website and display boards
- Maintains and updates the food services recipe and nutritional database
- Assists parents with food service account questions
- Other related work as assigned

QUALIFICATIONS

Knowledge of:

- Methods and practices of general office operations, including accounting, filing, and record keeping
- Software applications such as Excel, Word, and other database programs
- Inventory methods and procedures
- Child nutrition methods and terminology
- National School Meal Programs
- Laws and regulations governing school accounting and food service procurement
- Safe work and food handling practices
- Food Safety Certification desirable

Ability to:

- Understand and carry out oral and written instruction/direction
- Compile and maintain accurate and complete records and reports
- Read and understand accounting records and financial reports
- Operate office equipment such as computers and copiers
- Communicate with students, staff, and parents
- Establish and maintain cooperative and effective working relationships with staff, vendors, and the general public
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport
- Work quickly and efficiently
- Prioritize work to meet deadlines

Skill in:

- Proficiency in software applications such as Excel, Word, and other database programs
- Use of computerized point of sale for meal service, prepayments and preparation of meal accountability reports
- Safe money handling procedures
- Record keeping and inventory management
- Compiling reports and databases
- General office and clerical work

OTHER REQUIREMENTS

The Physical abilities required of this classification may include the following:

- Physical ability to stand on feet or sit for extended periods of time
- Physical ability to lift and move of objects weighing as much as 35 pounds
- Vision sufficient to read and evaluate reports, computer screens and read point-of-sale terminal displays
- Speech and hearing sufficient to receive instructions and relay information
- Possession of a high school diploma required
- Possession of an associate's degree in a related field or two years of work experience in a similar role required