

Food Service TechnicianJob Summary

Under the supervision of the Food Service Supervisor, maintains required data for cafeteria accounting; data entry of lunch applications; prepares daily reports; maintain all required data for preparing necessary reports relating to the cafeteria programs; required to process meal eligibility; and perform other related duties as required.

QualificationsRequired

- High School Diploma or Equivalent
- One (1) year experience in accounting/bookkeeping
- Bilingual (Spanish/English) (read, write, speak)

Preferred.

- Previous School Food Service Experience

Knowledge and Ability

- Ability to understand and follow oral and written directions/instructions
- Ability to establish and maintain cooperative working relationships with children and adults contacted in the course of work
- Ability to greet the public in a courteous, professional manner
- Knowledge of software applications as pertains to food service
- Knowledge of use of computer and applications
- Knowledge of data entry procedures
- Ability to be flexible and receptive to change
- Knowledge of basic accounting/bookkeeping/record keeping systems, programs, methods and terminology
- Ability to assure accuracy of daily cash receipts, count and wrap money, prepare bank deposits, and recording of lunch applications
- Ability to attend in-service training, conferences and meetings, as assigned, with compensation if overtime is required
- Ability to quickly learn the operations, procedures, policies and requirements of assigned position
- Ability to work efficiently under pressure with constant interruptions

Essential Functions of this position, which include, but are not limited to, the following:

1. Enter and process current income applications and assist sites with new student registration
2. Ability to process applications for eligibility based on current California Department of Education guidelines
3. Enter Direct Certification Application from Kings County Health and Human services
4. On non CEP years, perform Annual Verification before deadline
5. Research information that is generated from E-trition, Aeries, and CalPads and communicate to Attendance Supervisor
6. Communicate with Parents, Parent Liaison, Community Contacts and District Administration
7. Maintain student accounts
8. Maintain student confidentiality
9. Maintain debt list and working with collection company on delinquent student accounts and collection process

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10. Handle receipt of payments from parents
11. Send out payment reminders to households
12. Ability to problem solve with customer service on issues that arise with food service software
13. Run reports at the end of the year and as needed by the Food Service Supervisor
14. Distribute snacks/meals as assigned
15. Provide coverage in the case of absent cafeteria staff
16. Generate and process lunch tickets for sites
17. Perform other duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decision using sound judgment, and evaluate results
2. Facility to see and read, with or without vision aides, a computer screen, laws, codes, rules and policies and other printed matter
3. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
4. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
5. Physical ability to lift, bend, stoop and to reach overhead
6. Facility to meet deadlines with severe time constraints, interact with the public and other workers

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job