

**Killeen Independent School District
Job Description**

Job Title: School Nutrition Resource Technician
Reports To: School Nutrition Office Manager
FLSA Status: Non-Exempt, 260 Days

SUMMARY:

To consolidate and place school's orders for produce, bread and outside vendors; to ensure compliance with all pertinent State & Federal and to assemble all documents associated with the monthly reimbursement for completion and submission; and to assist school campuses with technology needs and monitoring the FreshLoc system.

Child Nutrition Program Management

Compiles District Reports into worksheets for preparation of the monthly claim for reimbursement.

Conducts required annual Onsite Review Visits for Accu-claim.

Coordinates and monitors the Summer Feeding Program.

Maintains confidentiality of all student data.

Provides excellent customer service to staff, student, parents, and administration by quickly answering phone calls with a smile and a helpful, friendly tone and helping customer first before transferring the call.

Promotes a teamwork environment by helping others in the office when priority deadlines arise, and/or asking for additional tasks when work is completed.

Treats others with dignity and respect. Works to create a positive and friendly work environment that fosters teamwork.

Purchasing

Maintains, monitors, and enforces compliance of purchasing regulations for all department purchases.

Develops and maintains purchasing requests for food, equipment, and miscellaneous items as required by the School Nutrition Department. Coordinates with the Purchasing Department.

Assists with accounts payable when needed.

Technology

Provides technical support to computer users to include but not limited to: identifies and resolves problems reported by users both satisfactorily and timely, and installs hardware and software with minimum interruptions to work flow.

Assists in trouble shooting the Point of Sale (POS) software at the campus level. Provides onsite assistance and training with the POS system.

Maintains physical inventory of POS required equipment, FreshLoc equipment, computers, printers, and any other computer related hardware.

Recommends computer hardware and software updates when needed to include the POS technology needs within the departmental budgeted guidelines.

Prepares POS overlays for all school POS terminals to match menus and a la carte sale items.

Serves as a technical resource to staff, keeps up on latest information in the field, provide technical assistance and training when needed.

Assists with monitoring FreshLoc freezer alarms. Communicates with managers and supervisors when refrigeration goes down to protect and move food inventories.

Sanitation and Safety

Follows all sanitation and safety requirements when working at a campus such as wearing hair net, no long/fake nail and no jewelry. Ensure compliance with all HACCP (Hazard Analysis Critical Control Points) and SOP's (Standard Operating Procedures) at the campus level.

Assists with Sanitation and Safety checks at school campuses. Report issues to the Office Manager or School Nutrition Coordinators.

Coordinates and monitors compliance with local health department requirements. Coordinates with vendors to schedule services for grease trap and vent hood cleaning.

Other responsibilities

Assists with processing student lunch applications, as needed.

Enters maintenance work orders for School Nutrition.

Coordinates with chemical contractor to ensure adequate dishwasher chemicals are on hand

Coordinates with maintenance workers to order parts for School Nutrition equipment.

Establishes and maintains appropriate files for School Nutrition Department.

Assists in training School Nutrition staff.

Attends professional development to meet the professional standards by USDA.

Assists with duties at a campus as required.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or hold a General Education Degree (GED); Must have two years related experience. Must possess a current Bell County Food Handler card, or ServSafe Certificate, or Bell County Certified Food Manager Course Certificate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem-solving skills in isolating trouble areas.

OTHER QUALIFICATIONS:

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum score of 7,000 kpm with 7 errors or less.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate, or Bell Country Certified Food Manager Course Certificate. Must have a current valid driver's license in order to operate a District vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and must frequently drive a District vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus, and ability to identify and distinguish color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works outside and inside, climbs ladders, is exposed to dampness, humidity, and slippery or uneven walking surfaces. The noise level in the work environment is usually quiet.

Revised Date: June 10, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.