

**Killeen Independent School District  
Job Description**

**Job Title:** School Nutrition Technician  
**Reports To:** School Nutrition Office Supervisor  
**FLSA Status:** Non-Exempt, 226 Days

**SUMMARY**

To monitor all school nutrition purchasing orders to ensure compliance with all pertinent State & Federal purchasing rules and regulations and to assemble all documents associated with the monthly reimbursement for completion and submission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Maintain, monitor, and enforce 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.

Provides customer support to all School Nutrition users of TEAMS.

Assists in annual budget planning and maintaining departmental budget accounts.

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

Collects and submits Head Start paperwork to Treasury for billing purposes.

Enters maintenance work orders for School Nutrition.

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

Searches for and orders parts for School Nutrition equipment.

Maintains control of all NutriKids software, to include backups and upgrades.

Keeps inventory and replenishes office supplies.

Conducts monthly personnel briefings for newly hired personnel.

Orders uniforms for employees. Responsible for processing payments for uniform rentals.

Orders and facilitate issuance of safety shoes for School Nutrition staff and maintains safety shoe inventory.

Coordinates and monitors the Summer Feeding Program.

Assists with monitoring Freshloc freezer alarms.

Establishes and maintains appropriate files for School Nutrition Department.

Assists in interviewing School Nutrition applicants and training School Nutrition staff.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 kph 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.

**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. Reasonable accommodations may be made to enable individuals with disabilities to 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

**Prepared Date:** June 4, 2014

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.