

## POSITION DESCRIPTION

### POSITION TITLE: FOOD AND NUTRITION SUPPORT SPECIALIST

1. **ACCOUNTABILITY OBJECTIVES:** Objectives of this position include: providing technical support for the Food & Nutrition programs Point of Service system; assure reliability and accuracy of the Food & Nutrition P.O.S. system; troubleshoot system issues; ordering food, supplies and equipment; inventory control; costing recipes, menus, supplies and all food service programs; electronic information processing; computer technology; coordinating and assisting in computer training for food service staff; using highly developed skills in interpersonal relationships and advanced secretarial procedures.

### I. POSITION CHARACTERISTICS:

|                            |  |
|----------------------------|--|
| <u>Recruited by:</u>       | Assistant Superintendent for Personnel |
| <u>Salary:</u>             | On Schedule                            |
| <u>Length of Contract:</u> | 12 Months                              |

### III. POSITION RELATIONSHIPS

|                               |  |
|-------------------------------|--|
| <u>Reports to:</u>            | Director of Food Service, Assistant Superintendent for Business Affairs    |
| <u>Coordinates with:</u>      | Food Service Staff   |
| <u>Types of Coordination:</u> | As directed by administrator or others with coordination responsibilities. |

### IV. POSITION QUALIFICATIONS

- A. Minimum training and experience: High school diploma; post secondary training in advanced secretarial skills, data entry and computer software program proficiency; recent successful completion as a secretary or other office professional position; professional characteristics that reflect above average secretarial skills; highly skilled organizational proficiency and mastery of interpersonal relationship skills.

Completion of recognized training in word processing programs such as WORD and spreadsheet training, preferably Excel or Lotus 1-2-3. Ability to keyboard plain copy, rough draft and tabular materials at a minimum rate of 50 net words per minute.

- B. Special requirements of the position:
  1. Ability to function independently and make judgment calls.
  2. Demonstrates a high level of organizational proficiency and the ability to coordinate and develop several complex projects with a high degree of skill, accuracy and speed.
  3. Ability to maintain confidentiality and to ascertain what may be disclosed.
  4. Ability to interpret and communicate departmental and district policies, rules and regulations
  5. Ability to monitor revenue and costing for the program.
  6. Thorough knowledge of and ability to operate a variety of computer software programs with above average skill.
  7. Thorough knowledge of modern office technology, practices and records management procedures
  8. Ability to compose letters and memoranda

### V. POSITION RESPONSIBILITIES

- A. Provide technical support for Food & Nutrition Programs point of service software
- B. Troubleshoot software and hardware issues with District Staff, Vendor and Food & Nutrition Staff
- C. Maintain P.O.S. integrity and reliability through upgrades, backups and imports.
- D. Work with P.O.S. vendor to maintain database reliability, integrity and accuracy
- E. Act as primary resource for staff and software vendor when coordinating necessary changes and upkeep
- F. Responsible for weekly ordering of food, supplies and equipment used in the meal, ala carte, daycare and

- catering programs and periodic ordering of equipment supplies for food service program.
- G. Evaluate and test new software to be used by the Food & Nutrition department for the purchasing and inventory of products. After acquisition, assist staff personnel in the transition and implementation of the selected purchasing and inventory program purchased by the department.
  - H. Meet with vendors regarding new products, address problems with current products, programs offered by manufacturers, production problems and pricing.
  - I. Maintain information files on food, supplies and equipment products.
  - J. Obtain nutritional information from manufacturers and vendors needed for correct nutritional analysis.
  - K. Coordinate and record equipment repairs.
  - L. Update bid request forms, maintain vendor bid list.
  - M. Update bid documents; notify vendors, manufacturers and sales representatives. Receive in bids and collate results. Review bid results with Director of Food & Nutrition. Determine and verify information with winning vendor.
  - N. Cost recipes for all components of the lunch and breakfast menu along with ala Carte and catering offerings. Cost complete daily menus. Produce summary reports for each of the categories for use by the Director, Kitchen Managers and other food service staff.
  - O. Update costing information for daycare, breakfast, catering and ala Carte. Enter information into costing spreadsheet for each of the programs and schools.
  - P. Determine usage and generate expense/revenue reports for daycare, breakfast, catering and ala Carte and distribute to Director, Kitchen Managers and other food service staff.
  - Q. Maintain and generate reports on perpetual inventory of commodity items for the Eau Claire and Altoona school districts. Update costs for items awarded on a monthly basis. Enter secondary school physical inventories on a monthly basis. Enter all school physical inventories semi-annually.
  - R. Assist kitchen managers when pre-costing catering menus. Update catering booklet.
  - S. Design spreadsheets, forms and reports to meet the changing needs of program and individuals.
  - T. Recommend and implement changes in procedure based on product information/availability, staff/customer feedback and analysis of costing and inventory reports.
  - U. Assist contracted school districts (Altoona and Whitehall) with issues including: costing, ala Carte reporting, catering; product availability vendor problems.
  - V. Verify and approve all purchase orders for payment
  - W. Prepare usage reports required in bidding process. Update bid documents in WordPerfect, mail bids to vendors, collate bid results.
  - X. Coordinate marketing team meetings.
  - Y. Assist Food Service Bookkeeper and Clerk with entry of meal/milk applications into the computer using the current application processing software program.
  - Z. Maintain database files for overlay and costing files in point of service PCS software system. This information is essential for determining revenue, costing and profitability of lunch program.
  - AA, Process all Quality Assurance forms and follows up with staff, vendors and manufacturers to address issues.
  - AB. All other duties as assigned.

New 9/03

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