

NUTRITION SERVICES PROGRAM TECHNICAL COORDINATOR—BILINGUAL

DEFINITION

To serve as a technical liaison to the Information Technology Department as necessary for nutrition services related concerns by providing technical knowledge of installation, operation, maintenance repair and training of nutrition services computer equipment, and software. To provide detailed knowledge of the department's programs, procedures, policies and precedents; to supply information involving facts and interpretations. Directly relay information to student families regarding student nutrition services accounts and/or benefits including but not limited to meal benefit forms, personal identification numbers and federal verification information. Perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following: Performs technical work requiring a thorough knowledge of departmental programs, policies and procedures; processes and approves confidential free/reduced applications; prepares and monitors student account PIN numbers; assists in establishing rate; compiles appropriate benefits per child data for federal claims processing; verifies family income and prepares parent benefit approval letter in accordance with State and Federal regulations; communicates with vendors; coordinates Point of Sale installations and staff training; composes, edits and prepares correspondence, bulletins and reports. Understands and performs function related to USDA requirements and CDE policies and programs. Answers the telephone and provides information to the public and staff on the Nutrition Services meal program.

QUALIFICATIONS

Ability to type at 40 WPM. Ability to communicate effectively, both orally and in writing, in a language other than English. Ability to pass the District Bilingual Proficiency Test.

Knowledge and Abilities

Knowledge of modern office practices and procedures; knowledge of state and federal rules pertaining to nutrition services meal programs, regulations, programs and policies as they apply to the public school food service industry; ability to operate a computer terminal and various software applications including but not limited to word processing, database, spreadsheet packages and nutrition services related software. Ability to effectively communicate and correspond utilizing correct English grammar, spelling, punctuation and composition; ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to work effectively in the absence of supervision. The ability to perform a variety of complex technical tasks involving the use of independent judgment while planning and organizing work to meet critical deadlines.

Experience and Training

Experience

Three (3) years of increasing responsibility in computer training and/or school nutrition programs.

Training

Completion of the twelfth grade supplemented by specialized computer operations coursework or two years providing support in a technology environment.