



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Child Nutrition Technician**
Job Family: **Child Nutrition**
Prepared/Revised Date: **August 18, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **CN50H**
Job Code: **38230**

SUMMARY: Manage, monitor, and maintain the Child Nutrition Department hardware and software-based systems. Train, support and assist the Child Nutrition Department and staff in maintaining the accuracy and function of systems. Create, submit and ensure reports, accounts and audits are completed in compliance with federal, state, district and department requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide Information Technology (IT) support for the Child Nutrition Department. Maintain, update, and troubleshoot all department hardware and software systems. Monitor the storage, maintenance, cleaning and use of all IT equipment. Refurbish and repair equipment and systems as needed. Complete installation, training and maintenance of software and hardware systems. Travel to schools to troubleshoot, repair, replace, install and train systems as needed.	D	25%
2. Prepare, develop and produce reports as requested. Develop and manage project implementations as directed by Director. Develop and maintain evaluation tools and procedures for department systems.	D	25%
3. Train staff on hardware and software systems. Complete point of sale, accounting and cashier audits as required. Provide on-the-job training and support in equipment use, financial accounting, deposits and report generation per federal, state, district and department standards.	D	20%
4. Manage customer accounts and resolve issues in a timely, positive and professional manner. Maintain and manage on-line payment, ordering, inventory, Free and Reduced, accounting systems, and report generation. Ensure meal accounting complies with requirements per state, federal and local regulations	D	20%
5. Act as department liaison with vendors, building IT coordinators and Poudre School District IT Department. Assist with IT equipment needs, updates, orders and bids.	D	5%
6. Attend work and arrive in a timely manner according to established schedules.	D	1%
7. Attend required training and meetings. Keep updated on industry programs, training and equipment.	M	2%
8. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus two years of college coursework in computer technology or related field
- More than two years and up to and including three years of experience in computer and software experience required
- Experience in child nutrition, point-of-sale systems and/or systems training preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Advanced MS Word and MS Excel spreadsheet skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to facilitate groups
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to carry a pager, be on call and/or respond to calls on the job
- Ability to troubleshoot POS computer system and inventory system
- Organization, planning and time management skills
- Attention to detail and accuracy
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of child nutrition point-of-sale systems and/or systems training preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	



NOISE LEVEL:	Exposure Level
Very Loud	