



Job Title: **Facilitator of Technical Services**

Department: **Nutrition Services**

Supervisor: **Director of Nutrition Services**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 9**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

The Nutrition Services Facilitator of Technical Support trains and supervises Nutrition Services staff, kitchen managers, and clerks with school lunch- based software. In addition, the incumbent will assist staff with computer and other technical problems such as computer equipment failures, inventory problems, and food service software support problems. Facilitator provides training and in-service for District Office staff on proper procedures for school lunch accounting system. Incumbent assists planning school menus with the dietitian and coordinators. Facilitator will be responsible for planning, educating, and training kitchen managers during Nutrition Services in-service meetings and workshops. Facilitator will work under the direction of Nutrition Services Director.

ESSENTIAL FUNCTIONS

- Trains new kitchen managers and office staff on PCS inventory, Traknow, Report Trak, Rightrak, Fastrak and Paypams.
- Trains and supervises the department's user support technician/free and reduced specialist.
- Responsible for yearly training sessions with school lunch clerks.
- Plans special workshops to provide in-service training for school lunch personnel.
- Oversees the free and reduced electronic application system to see that it is administered accurately.
- Assists Nutrition Services staff with computer and other technical problems such as computer equipment failures, inventory problems, and food service software support problems.
- Assists Managers, secretaries and principals in resolving computer and school lunch software problems with point of sale.
- Arranges for repairs of computer equipment to ensure safe operation. In addition, facilitator may make minor equipment adjustments or computer equipment exchanges in the schools such as the repair of Alanas and Keypads.
- Acts as a liaison for repair of equipment with both hardware and software vendors.
- Makes school lunch software adjustments in each of the schools.
- Visits all schools on a regular basis, as well as in response to problem calls.
- Coordinates, instructs and checks the work of approximately 44 Nutrition Service Managers and clerks. Acts as liaison between Managers and the director of Nutrition Services.
- Identifies new directions, instructions and issues regarding school lunch software systems.
- Creates spreadsheets, reports and adapts database programs to meet Department needs as instructed by the director of Nutrition Services.
- Prepares month-end manager reports, deficit report, and refund reports.
- Provides qualified input into hiring decisions for school meal clerks.
- Assists in planning school and a la carte menus with nutrition services dietitian and coordinators.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- One year training in food service at a technical college would be helpful, but is not required.
- Must successfully complete one year of training in computer technology with particular emphasis on Word Perfect, Excel, and Data Base IV.
- Requires one year experience in food preparation in a commercial or school setting and an additional two years work experience as a Nutrition Service Manager, all with demonstrated competence.
- Must demonstrate competence in reading, writing, and math.
- Requires skills in the use of commercial-size or restaurant kitchen appliances.
- Must have knowledge of human nutritional requirements, food values and content.
- Requires basic bookkeeping ability, organizational and supervisory skills.
- Requires knowledge of and skill in maintaining computerized school lunch accounting systems.
- Must know PCS Revenue Computer Systems and related computer science software functions that the District Nutrition Services Department currently uses.
- Requires problem solving and initiation of activities within assigned work area.
- Requires good interpersonal skills. Interacts frequently with principals, Nutrition Service Managers, and school lunch clerks in resolving problems.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020