



Job Title: **Nutrition User Support Clerk**

Department: **Nutrition Services**

Supervisor: **Director of Nutrition Services**

Lane Placement: **ESP Lane 7**

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

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Nutrition Services Director, the Nutrition User Support Clerk is responsible for providing technical support for kitchen managers and clerks. Support includes software and computer equipment, lunch account adjustments, processing payments, mobility, Fastrak, Rightrak, e-mail, install and maintain printers, computers and office systems. Incumbent trains lunch clerks on software usage and updates, nutrition federal guidelines, accounting practices, and any other topic as needed. Incumbent prepares month end reports for school meals program including deficit report, refund report, student status report, meal counts by eligibility, revenue by eligibility, cash and checks receipt by eligibility and adjustments. Incumbent resolves problems related to software and computer equipment failures including printers, computers, monitors, laptops, POS, and keypads.

Incumbent monitors, processes records, reviews and approves applications for the District's Free and Reduced lunch program including reports for local schools and State agencies. Incumbent oversees verification processes for free and reduced lunch applications. Incumbent updates direct certification lists of students qualifying for free lunch. Incumbent performs year end procedures for Rightrak, Fastrak and prepares download of students.

ESSENTIAL FUNCTIONS

- Provides technical and procedural support for kitchen managers and clerks regarding software and computer equipment and functions, lunch account adjustments, processing payments (including Paypams), Fastrak, Rightrak, email, install and maintain printers, computers, and office systems.
- Maintains accurate records of system problems and their solutions.
- Helps to develop and implement both automated and manual procedures to accomplish school lunch accounting functions.
- Coordinates annual lunch clerk training covering software usage and updates, nutrition federal guidelines, accounting practices, and any other topic as needed.
- Prepares necessary documentation for month end reports including deficit report, refund report, student status report, meal counts by eligibility, revenue by eligibility, cash and checks receipt by eligibility and adjustments.
- Arranges for repairs and installation of computer equipments to ensure safe operation. In addition, coordinates minor equipment adjustments or computer equipment exchanges in the schools such as the repair and installation of printers, computers, monitors, laptops, POS and Keypads.
- Acts as a liaison for repair of equipment with both hardware and software vendors.
- Visit schools in response to problem calls.
- Identifies new directions, instructions, and issues regarding school lunch bookkeeping software systems.
- Assists in the development and maintenance of user/training documentation for reports needed.
- Creates spreadsheets, reports, and adapts database programs to meet Department needs as instructed by the director of Nutrition Services.
- Trains lunch clerks on correct accounting procedures.

- Helps with year start-up, year-end, and month-end procedures for all Nutrition Service kitchens.
- Performs year end procedures for Fastrak and Rightrak, and prepares download of students.
- Monitors, processes records, reviews and approves application for Free and Reduced Lunch program in accordance with Federal and State guidelines.
- Oversees verification processes for free and reduced lunch applications. Incumbent updates direct certification lists of students qualifying for free lunch.
- Creates records and reports from State guidelines for all eligible applicants and maintains strict confidentiality.
- Provides essential information to other related programs and to State agencies.
- Builds database for current records for the Free and Reduced Lunch program.
- Communicates any student status changes to the local schools and the parent/guardian involved.
- Prepares schedules and conducts training for local lunch clerks regarding the program.
- Requires local travel to school sites and other District locations.
- 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.

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| <ul style="list-style-type: none"> • 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. |
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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.
- Must successfully complete in-house training in all areas/modules of PCS software used in Nutrition Services and Free and Reduced Program.
- Must have valid Utah Driver's License.
- Related work experience preferred.
- Requires skills in interpersonal and public relations. Interacts with Nutrition Services staff, District Administrators, secretaries, nutrition manager, lunch clerks, Federal and State program personnel and the public.
- Must demonstrate skills in reading, writing, and math.
- Requires ability to maintain appropriate confidentiality.
- Requires ability to process computerized data (minimum of 50 wpm), prioritize own work schedule, and organize training for lunch clerks.
- Requires technical computer skills to assist users and evaluate user needs (e.g. Fastrak, Rightrak, and Traknow).
- Requires working knowledge of all PCS programs, word processing, Excel and general ledger accounting software.

- Requires ability to make recommendations to management on a variety of computer related issues.
- Requires ability to handle the periodic stress of operating and processing deadlines.

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.

Machines, Tools & Equipment Used:

- Computer hardware, software, and related equipment.
- Point of Sales, keypads, printers, monitors and related equipment.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Periodic lifting (not over 50 pounds) of computer hardware and paper supplies.
- Must be capable of consistent physical activity (lifting and moving up to 30 pounds).
- Must be capable of reaching above the head while lifting 20 pounds.
- Must be able to stoop, bend, reach, and twist.
- Must be able to work in a hot and wet environment
- Must be able to write, type, and comprehend all information needed to complete daily tasks.
- Must endure heat, potentially dangerous equipment, tight deadlines, and extensive paperwork in a compressed time period.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of thirty (30) 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