

## FOOD SERVICE OFFICE TECHNICIAN

### DEFINITION

Under supervision of the Director of Food Services, performs and coordinates complex accounting functions and procedures; maintains and interprets USDA regulations and NSLP criteria; and provides technological support for the departments systems.

### DISTINGUISHING CHARACTERISTICS

Incumbents of this position are required to have knowledge of regulations set forth by the National School Lunch Program and apply it in the performance of their assigned tasks, communicate and relay information effectively to staff members, and have the ability to understand, operate, and train employees on Food Service related software programs such as MealTime and SASI.

### ESSENTIAL FUNCTIONS

Serves as the primary liaison providing technical support for MealTime, various database applications, and other related software programs to all sites.

Assists in on-site system support activities.

Assists in providing technical support of SASI XP to site personnel.

Develops, disseminates, and implements appropriate user instructions.

Maintains the Food Service website.

Electronically gathers, tabulates, and reports required financial data to county, state, and federal agencies.

Independently maintains a complete set of financial records for the department.

Participates in year-end closing procedures.

Receives financial documents, screens for accuracy and adherence to legal and procedural requirements, carries out procedural steps to insure or authorize payments or delivery, and posts data to record.

Responsible for accounts receivable, maintaining record of receipts and cash funds, and creating purchase orders.

### QUALIFICATIONS

#### Knowledge of:

Principles of computer operations; technical support practices, including methods of inquiry, testing, and problem resolution; applications, and application suites. USDA regulations and California Education Code sections related to the NSLP. Accounting principles, procedures and terminology, and their application to federal and state and board policy related to school food services.

#### Ability to:

Analyze, identify, and communicate effectively to solve software and hardware problems. Provide technical training to site personal. Prepare accurate financial summaries, reporting electronically to all entities applying pertinent District policies and government regulations; analyze and interpret fiscal records and documents, and prepare accurate and complete financial reports.

#### Experience/Education:

Equivalent to an A.A. or A.S. degree or a minimum of two years of experience in operation of personal computers and desktop applications in a local area network environment. Two years of increasingly responsible experience in the maintenance of financial records.