

Job Description

Job Title: Child Nutrition Support Technician

Position Code: 4N05

Job Classification: Non-Exempt

Supervisor: Supervisor of CNS & Wellness

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for processing and maintaining meal applications. Position will also greet and assist visitors and answer telephones.

Essential Duties

1. Responsible for processing, inputting, and maintaining meal application information into the online automated system.
2. Assists parents/guardians with questions and problems concerning the meal application process. Notifies parents/guardians of any changes to the application.
3. Communicates with Child Nutrition managers and other appropriate school personnel to resolve problems and answers questions pertaining to meal applications and eligibility.
4. Completes verification process.
5. Prepares for and assists with state and federal audit review as needed.
6. Serves as receptionist; answers telephone, provides information, takes and dispatches messages; receives, sorts and processes mail; orders office supplies.
7. Responsible for working with Executive Director, Nutrition & Wellness on updating annual agreement and related documents as they pertain to federal meal programs, and for providing requested information to State Department of Education.
8. Submits all school work orders for repairs
9. Performs other duties as assigned.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Supervisor or any other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school diploma or GED. Individual must have excellent communication skills to positively interact with visitors, parents, and school division staff. Ability to make simple mathematical computations quickly and post results with speed and accuracy. Ability to complete written forms and records in a timely manner; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to follow oral and written instructions. This work also requires the ability to attain a clear understanding of Federal and State regulations governing the National School Lunch and Breakfast Programs as well as a thorough understanding of the meal application process.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand or sit for extended periods of time; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 30 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with staff and students.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria and office environment. The noise level in the work environment is usually low to moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Child Nutrition Services & Wellness

This job description in no way states or implies that these are the only duties to be performed by this employee. The Child Nutrition Support Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of CNS & Wellness or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and understand the contents of this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 07/19 CR