

JOB DESCRIPTION
Grossmont Union High School District

FOOD SERVICE TECHNICIAN

Purpose Statement:

The job of Food Service Technician is done for the purpose/s of supporting assigned school site administrators by providing general clerical support, information and/or direction and responding to inquiries from parents, students and staff.

This job reports to Director of Food Service

Essential Functions

- Communicates with parents, vendors, etc. as may be required for the purpose of responding to their inquiries and/or directing them to appropriate personnel.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains a variety of files, documents and student records (e.g. lunch lists, monthly attendance reports, lunch program applications, etc.) for the purpose of documenting and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. copying, faxing, etc.) for the purpose of supporting Food Service and/or site personnel (e.g. Account Technician, Food Service Senior Secretary, Food Service Production Manager, etc.).
- Prepares written materials (e.g. forms, reports, memos, letters, billing, quotes, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. lunch applications, letters, reports, mail, etc.) for the purpose of ensuring accuracy and conformance to established procedures prior to disseminating information to appropriate parties.
- Responds to inquiries of students, staff, other educational institutions and/or the public for the purpose of providing information and/or direction as requested.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; professional telephone etiquette; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; modern office equipment; concepts of grammar and punctuation; data entry; and keyboarding.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing effective working relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Unit II 42