

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

FREE AND REDUCED PRICE MEAL PROGRAM TECHNICIAN

QUALIFICATIONS:

- (1) Graduation from high school or possession of a GED.
- (2) Three (3) years experience in the management of a free and reduced price meal program either at a school or the district level.
- (3) A thorough understanding of the National School Lunch, School Breakfast, and After School Care Snack Programs.
- (4) Language Skills: Ability to read and interpret the free and reduced price guidelines as published by USDA and other regulatory agencies as appropriate. Ability to communicate effectively with school administrative employees, including principals, teachers and staff, as well as school cafeteria employees. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to effectively write or verbalize information for public distribution via the news media. Ability to present information to the School Board, to the Superintendent, and to the community.
- (5) Mathematical Skills: Ability to add, subtract, multiply and divide.
- (6) Reasoning Ability: Ability to define problems and reach logical resolution of same. Ability to comprehend and carry out detailed instructions.
- (7) Technical Skills: Basic understanding of personal computers and accompanying software.
- (8) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school food services operations, including an in depth familiarity with all of the USDA regulations surrounding the National School Lunch, School Breakfast, and After School Care Snack Programs. Knowledge of operating various software programs. Ability to plan, organize and prioritize activities. Ability to delegate tasks and follow-up to ensure that the tasks are being completed in a timely and accurate manner.

REPORTS TO:

School Food Services Technician

JOB GOAL

Manage the district's Free and Reduced Price Meal Programs on a centralized basis in compliance with USDA guidelines and regulations; perform internal reviews of the school food services operations to ensure compliance with the various federal, state and district regulations.

SUPERVISES: None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Communicate with parents and students, via handout materials and press releases/news media, announcing that they might be eligible for free and reduced price meal benefits.

FREE AND REDUCED PRICE MEAL PROGRAM TECHNICIAN (Continued)

- * (2) Train school personnel on procedures to follow in quickly checking each submitted application for completeness before sending to the School Food Services Office for centralized approval and record keeping.
- * (3) Process all free and reduced price meal applications in a timely manner and in compliance with the regulations attendant with USDA's Free and Reduced Price Meal Program.
- * (4) Provide letters of notification to those students who are entitled to free or reduced price meals; additionally, notify any applicants who are denied benefits.
- * (5) Ensure that all student eligibilities are properly recorded in the District's student information system and the food service point of sale system.
- * (6) Maintain all free and reduced price applications in compliance with USDA record keeping requirements.
- * (7) Perform and document the free and reduced price verification process in compliance with applicable regulations.

Inter/Intra-Agency Communication and Delivery

- * (8) Involve all stakeholders, communicating with District and school staffs in the management of centralized approval of family applications for free and reduced price meals.
- * (9) Interact with outside agencies, e.g., Children & Families, as needed.
- * (10) Utilize area news media in the promulgation of the availability of USDA's Free and Reduced Price Meal Program.

Professional Growth and Development

- * (11) Keep well informed about any changes and updates regarding the free and reduced price guidelines/regulations by attending appropriate DOE/FNM workshops.
- * (12) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (13) Maintain a network of peer contacts.

Systemic Functions

- * (14) Set the overall objectives and deadlines to be met.
- * (15) Exhibit interpersonal skills to work as an effective team member.
- * (16) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (17) Demonstrate the ability to recognize problems and determine solutions.
- * (18) Set high standards and expectations for self and others.

PHYSICAL REQUIREMENTS:

Light Work. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

***Essential Performance Responsibilities**

PROFESSIONAL SALARY SCHEDULE - Pay Grade 18

Date of Board Approval: April 19, 2005