

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

TECHNOLOGY SPECIALIST - SCHOOL FOOD SERVICES

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited institution
- (2) Appropriate technical certification
- (3) Minimum of five (5) years experience in food service technology
- (4) Minimum of two (2) years experience and training as a project manager / systems engineer
- (5) Qualifications may vary from the above requirements to such a degree and the Superintendent and the Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of computer technologies related to the development, implementation, analysis and management of food service software. Considerable implementation, analysis and management of food service software. Considerable knowledge of software pertaining to food production, centralized warehousing, menu planning and nutritional analysis, perpetual inventory, order processing, shipping and receiving, commodity management, bid analysis, free and reduced price meal approval, point of sale accountability and state claims processing. Ability to work effectively with principals, cafeteria managers, data clerks, Information Technology directors, analysts and technicians, and district administrators and staff. Ability to effectively maintain, analyze and provide training for food service software in order to optimize its use for accountability and management of all segments of food service programs. Effective oral, written, and presentation communication skills.

REPORTS TO:

Director II- School Food Services

JOB GOAL

To perform complex technical and analytical work supervising the implementation, analysis and maintenance of food service software.

SUPERVISES:

Participates in the supervision of Food Service Managers and Assistant Managers
Other personnel as assigned

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Advise School Food Services Director regarding the establishment of technology goals for all program operations.
- * (2) Advise and coordinate with District Information Technology (IT) staff regarding all required software interfaces.
- * (3) Advise District IT staff as to the specifications for all School Food Services hardware including server upgrades and cafeteria serving line and manager stations.
- * (4) Maintain a strong partnership with Horizon Software to stay abreast of industry changes in technology including system engineering issues.
- * (5) Develop and implement technology training and support documents for all School Food Services software including FastLane, VBoss, MealPay, etc.

TECHNOLOGY SPECIALIST (Continued)

- * (6) Perform all duties of the Database System Manager.
- * (7) Monitor file setups and system preferences of the database.
- * (8) Setup and monitor data flow communications between the Food Services Central Office, school sites and all other software interfaces.
- * (9) Install software upgrades and yearly rollover process at the Food Services Central Office and all school sites.
- * (10) Provide assistance and backup support for the network.
- * (11) Monitor the accuracy and practicality of applications when in use.
- * (12) Plan and setup new school installations.
- * (13) Serve as the help desk for all cafeteria software in providing assistance to Food Service Central Office staff and cafeteria managers and employees.
- * (14) Assist cafeteria users with GroupWise e mail, and Microsoft products including Word, Excel and Access, as needed.
- * (15) Perform hardware maintenance on all cafeteria computers at school sites and in School Food Service office.

Inter / Intra-Agency Communication and Delivery

- * (16) Assist in the interpretation of programs, philosophy and policies of the District to staff, students, and community.
- * (17) Interact with schools, outside agencies, and the community to enhance understanding of District goals and objectives.
- * (18) Keep Director informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement

- * (20) Participate in and maintain a network of peer contacts through appropriate work related professional associations and organizations.
- * (21) Read professional journals and other current research in the field.
- * (22) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (23) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.

Systemic Functions

- * (24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (27) Work in proactive, self-directed manner to plan and carry out technical and evaluation objectives of the department and district.
- * (28) Assume limited administrative supervision of department as per instructions of the director.
- * (29) Set high standards for self and staff.

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 work years and hours of employment shall be those established by the District.

TECHNOLOGY SPECIALIST (Continued)

EVALUATION:

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

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 5

Date of Board Approval: April 24, 2007