

## **JOB DESCRIPTION**

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### **PERRIS ELEMENTARY SCHOOL DISTRICT**

### **NUTRITION SERVICES SUPPORT TECHNICIAN – BILINGUAL**

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#### **BASIC FUNCTION**

Under the direction of the Nutrition Services Director, performs a variety of clerical work of above average difficulty, including the verification of student meal applications.

#### **ESSENTIAL FUNCTIONS**

1. Performs a variety of clerical duties; assist with answering phones, fielding calls and maintaining positive relationship with staff, community members and vendors.
2. Answer questions involving an understanding of policies, procedures, regulations, and technical processes.
3. Create and revise forms for reporting data and establish controls for ensuring accuracy of data.
4. Conducts all activities related to the processing of school meal applications.
5. Performs verification process of all meal applications; prepares report to State agency.
6. Prepares a variety of materials including correspondence.
7. Maintains statistical and other records.
8. Posts, assembles, tabulates, compares and verifies financial and statistical data.
9. Resolves any discrepancies in data processing systems.
10. Assists Nutrition Services with problem areas and areas of concerns. Contacts vendors, suppliers, contractors and employees as necessary to reconcile discrepancies.
11. Assists in monitoring District absence reporting system for the department. Secures substitutes as necessary for vacancies and submits absence reports to supervisor(s) for payroll purposes.
12. Performs other job-related duties as assigned.

#### **Knowledge of:**

Office machines including computers, copy machine and calculator.

Modern office procedures and practices including complex filing systems, computer software program.

District data management and software systems.

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Correct English and Spanish usage, spelling, grammar and punctuation.  
Applicable state laws, District policies and other regulations governing the National School Lunch Program.

#### **Ability to:**

Perform responsible clerical work of more than average difficulty, involving the use of independent judgement.  
Communicate, understand and follow specific oral and written instructions in English and Spanish.  
Perform routine clerical tasks involving independent judgement with accuracy and speed.  
Proficiently operate standard office equipment including computer and related software programs.  
Maintain clear and comprehensive reports and records.  
Maintain professionalism and excellent customer service.  
Manage multiple tasks; organize tasks and prioritize to meet deadlines.  
Type or keyboard at 45 words per minute.

#### **Education, and Experience:**

Equivalent to the completion of the twelfth grade. 1-2 years of office experience. Courses in typing, previous computer and data management experience highly desirable.

#### **Working Conditions**

Typical office environment.  
Subject to frequent interruptions

Physical Abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Row 14

245 Work Days/12 Months

8 hours per day, 5 days a week

Job Description – Nutrition Services Support Technician - Bilingual

Board Approved - January 21, 2021