



# PITTSBURG UNIFIED SCHOOL DISTRICT

## CHILD NUTRITION TECHNICIAN

### CLASSIFICATION SPECIFICATION

#### DEFINITION:

Under general supervision to perform a variety of complex technical accounting, purchasing and child nutrition work in support of the Child Nutrition Program.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this class must work independently with minimal supervision. A major characteristic is a recognized functional responsibility for a relatively complex but homogeneous set of accounting and purchasing records. Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment, pleasant rapport, and adaptability on the part of the incumbent. This position requires the use of a high degree of tact in human resource situations in solving day-to-day problems.

#### EXAMPLES OF DUTIES:

- Independently maintains a complete set of financial records
- Audits vendor invoices for accuracy, proper extensions, taxes, discounts and totals
- Coordinates invoices with purchase orders
- Initiate payment of verified invoices and maintains payment history
- Maintains inventory files of child nutrition supplies and materials
- Operates data processing and other equipment
- May conduct routine correspondence independently
- May contact other agencies, schools and staff to discuss and resolve financial records, transactions and discrepancies
- Counts money from schools daily
- Process and tabulate daily sales
- Calculate deposit slips; invoices programs for child nutrition materials, supplies, and services
- Responsible for the Children's Center monthly reports, free and reduced lunch programs
- Complete the Child Nutrition Programs, Federal and State Monthly reimbursement claims
- Complete the quarterly reports for the Child Nutrition Program
- Process free and reduced program applications
- Process the payroll for the student cafeteria workers
- Maintains the Child Nutrition inventory books
- Provides secretarial services to the Child Nutrition Director
- Attends meetings, operates personal computer and mainframe computer
- Process the department's mail
- Performs all other related duties as assigned

# CHILD NUTRITION TECHNICIAN

Page 2

---

## **MINIMUM REQUIREMENTS:**

### **Knowledge Of:**

- Laws and regulations governing school accounting and purchasing procedures
- Methods and practices of accounting record keeping
- Office methods and procedures
- Software applications such as Windows, Lotus, Excel, and database programs
- Inventory methods and procedures
- Child nutrition methods and terminology

### **Ability To:**

- Operate office equipment such as adding machines, calculators, and computers
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport
- Prioritize work to meet deadlines
- Compile and maintain accurate and complete records and reports
- Read and understand accounting records and reports
- Understand and carry out oral and written direction
- Type at a net corrected copy of 55 words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with staff, vendors, and the general public
- Learn the technical and mandatory procedures used in purchasing operation
- Learn, interpret and apply government guidelines as they apply to meal benefits and verifications of income procedures

### **Experience:**

Three years of responsible experience in maintenance of accounting, purchasing or statistical data.

### **Education:**

High School Diploma, preferably supplemented by courses in financial record keeping or informal education sufficient to facilitate performance of job duties. Approved courses or equivalent background in purchasing department work.

### **Physical:**

Good physical condition as determined by pre and post employment inquiries and health reports.

# CHILD NUTRITION TECHNICIAN

Page 3

---

**SALARY:**

Classified Salary Schedule: Range 35

Board Adopted: 10/12/1994

**Revised: March 14, 2006**

**Board Approved: April 12, 2006**