



Fremont Unified School District  
Classified Job Description

**Child Nutrition Services Technician**

**Definition**

Under general supervision, to perform a variety of responsible clerical, accounting, purchasing, and record keeping duties in the Child Nutrition Services office, and to perform other job related duties as required.

**Essential Duties and Responsibilities**

Prepare and send bids for food and supplies to vendors.

Tabulate bid results and notify bidders.

Check several sources for prices when ordering food and supplies not listed on bids.

Order food and supplies from vendors.

Place orders to process raw commodities into finished products.

Manage computerized inventory system for food and supplies, including receipts, pricing, issues, back orders, deliveries, and reconciliation.

Coordinate ordering of food and supplies between the kitchens and the CNS office, including determining amounts of food and supplies to order, checking requisitions for accuracy, making substitutions when necessary, entering requisitions into the computer, generating packing lists, and consolidating special orders and freezer orders onto standardized order forms.

Compute fair market value of USDA commodities received during each fiscal year, and of USDA commodities remaining in inventory at the close of each fiscal year.

Check invoices and warehouse receiving copies against bid prices and purchase orders, verifying extensions and accuracy.

Resolve billing disputes and prepare pay packages for accounts payable to pay all Child Nutrition invoices.

Calculate and apply for manufacturer's rebates.

Prepare monthly report of all payments made for all goods and services received by Child Nutrition, including warehouse and school sites.

Operate a variety of business machines, including calculator, copier, fax, and risograph.

Set up various spreadsheets and forms on the computer using spreadsheet and word processing software.

Approve free and reduced price meal applications, and research inquiries, making corrections when necessary.

Respond to needs of kitchen managers, parents, principals, and district staff when necessary.

Enter cash receipts and daily sales for all schools onto the computer, correct and balance, and summarize onto monthly sales reports.

Prepare daily edit check report for each site monthly, in order to ensure that the number of needy meals claimed each month does not exceed the number of students approved to receive needy meals.

**Qualifications**

School district purchasing procedures.

Methods and practices of financial record keeping, bookkeeping, and bill payment procedures.

Methods and practices of requisition processing and inventory control.

Office equipment, including personal computer, calculator, copier, fax, and risograph.

English usage, vocabulary, spelling, and grammar.

Ability to:

Proficiently use personal computer to develop and maintain spreadsheets and forms, and do word processing.

Proficiently use district mainframe computer to operate the finance/inventory system.

Make arithmetical calculations quickly and accurately.

Use calculator with speed and accuracy.

Organize work efficiently and perform tasks accurately while dealing with disruptions and workload priority changes.

Communicate effectively with staff, students, administrators, vendors, and community members to address and resolve, when necessary, issues that arise.

Learn and apply Federal, State, and local laws, regulations, and policies, while independently performing a variety of technical tasks.

Work under pressure to meet deadlines.

Education: High School diploma and additional vocational courses in accounting and personal computers.

Experience: Five years of broad and increasingly responsible related experience.

**Required Testing** Pre-Employment Proficiency Test may be required.

**Clearances** Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

R: 02/14

**Salary Range**

22

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not indented to reflect all duties performed with the job.

*Fremont Unified School District is part of a culturally and linguistically rich community. Culturally responsive employees are encouraged to apply. Our policies embrace a discrimination and harassment free environment.*