



FOOD SERVICES PROGRAM ANALYST

GENERAL RESPONSIBILITIES

Oversee the free and reduced-price breakfast and lunch applications which include renewal of the Policy Statement, completing the various agreements to participate, income verification and review of all free and reduced-price meal applications.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate the annual processing and inputting of Free and Reduced lunch applications into the automated system.
- Implement and maintain the Point of Sale system at the cafeteria sites.
- Prepare policy statement for free and reduced meals, agreements to participate in the national school lunch/breakfast programs as well as the special milk program.
- Prepare for the beginning of the year with direct certification letters, beginning of year packets, etc.
- Coordinate the production, distribution and inputting of Free and Reduced meal applications.
- Complete verification process.
- Implement and maintain Point of Sale (POS) computer systems at the cafeterias.
- Troubleshoot problems at the cafeterias dealing with the POS system.
- Prepare for state or Federal Reviews and assist as needed.
- Prepare application for summer feeding program and assist as needed with reviews, etc.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws and regulations pertaining to school division accounting policies; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public.

EDUCATION AND EXPERIENCE

Required:

Bachelor's degree with emphasis in information systems or accounting.

Proficient with basic computer skills, including Word, Excel, PowerPoint, and Publisher.

Through knowledge of current Food Service Point of Service Program.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and driving. Occasional standing, bending, stooping, and reaching. Work involves moderate exposure to unusual elements such as extreme heat and hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 7/20
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