

STATISTICAL TECHNICIAN – NUTRITION SERVICES

DEFINITION

Under general direction, performs specific accounting, data entry, and clerical functions in connection with approving, processing and maintaining meal application records, involving manual and computer systems to prepare Nutrition Services related reports and records, interact with the public in both Spanish and English; responds to telephone inquires in both Spanish and English; exercise independent judgment in the application and interpretation of rules, regulations and procedures; and performs other related duties as assigned and/or required.

Essential Duties

- Adheres to all guidelines established by the U.S. Department of Agriculture (USDA) and State Board of Education Department of Child Nutrition relating to the National School Lunch Program (NSLP)
- Operates a computer terminal to enter a variety of student and family data such as name, social security number and source of income, address, grade and enrollment data; maintains accurate meal application counts for the Nutrition Services program.
- receives, checks, reviews and verifies entered data against a variety of documents
- updates and monitors data; enters additions, changes and deletions according to prescribed procedures
- determines the meal eligibility of students for the Nutrition Services program
- prepares statistical data for the schools, faculty, administrators and specialist; answers questions related to information needed
- participates in developing new procedures as needed and assists in assuring that established procedures are carried out efficiently
- develops formats and procedures for entering and retrieving necessary data
- maintains and updates student and family meal application records and files; maintains confidentiality of records and information
- establishes, balances, verifies, adjust, and maintains accounting and fiscally related records and reports
- receives money and prepares a record of cash receipts
- may prepare bank deposit documents, and reconcile bank statements
- makes complex mathematical calculations and verifies computations
- operates other office machines such as typewriter, calculator and copier
- assist in the Spanish translation (oral or written); distribution of reports, letters and other correspondence
- assists parents and guardian in competing the meal application in both Spanish and English
- receives, reviews, processes, files and maintains all meal applications
- controls temporary approvals, transfers and deletions of applicants
- verifies parent or guardian income eligibility as stated on meal application
- interacts with district Management Information Systems Department on a regular basis
- conducts meal application verification in accordance with USDA regulations
- performs related duties as assigned

QUALIFICATIONS

Knowledge of: Methods, practices of statistical record keeping work involving data processing; operation, care and use of data entry and output equipment; formats and procedures for entering and retrieving various types of data; modern office practice, procedures and equipment; telephone

Statistical Technician –Nutrition Services

PAGE 2

techniques and etiquette; record keeping techniques; correct English and Spanish usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills (bilingual Spanish/English); interpersonal skills.

Ability to: Perform complex accounting and statistical record keeping functions; read, interpret and follow complex rules, regulations, policies and procedures; verify accuracy and completeness of documents and process data; compile, maintain and submit accurate and complete records; read and interpret data processing printouts; understand and follow oral and written directions; establish and maintain effective working relationships with others; work independently with little direction; meet schedules and time lines; maintain confidentiality of student and family records; communicate effectively with student and adults; plan and organize work; maintain records and files; work confidentially with discretion; communicate effectively both orally and in writing (bilingual Spanish/English); operates a computer terminal, printer, typewriter, copiers and calculator; translate letters, meal applications and other documents written in English into grammatically correct Spanish; work effectively in multiethnic setting; exercise independent judgment.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will occasionally exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

EXPERIENCE AND EDUCATION

Experience: Four years of highly responsible clerical experience including two years technical accounting and record keeping experience including the entering of complex data on a computer terminal. One year experience translating English/Spanish documents.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; preferably with course work in computer applications, business practices, accounting, automated record management, storage and retrieval systems.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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