

Job Description

Job Title: **Free & Reduced Coordinator**
 Job Family: **Enterprise Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 6, 2011**

Job Code: **1165**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 20**
 Typical Work Year: **10 months**

SUMMARY: Coordinates and administers the District’s Free and Reduced Program. Support, maintain, troubleshoot and upgrade the Enterprise Services POS Program and wireless web based PDA software/hardware program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages US Department of Agriculture Free and Reduced Meal Program process for the district to ensure compliance with Federal and State regulations. Includes implementation of guidelines, supervises staff during the qualification process, assures accuracy, and helps answer and provide clarification to parent and staff questions. Representative for Free and Reduced audits from U.S. Department of Agriculture and Colorado Department of Education.	D	54%
2. Manages hazardous Analysis Critical Control Program (HACCP) web-based wireless Personal Digital Assistant (PDA) software system. Includes troubleshooting, training, hardware maintenance/replacement, development, customization, and program enhancements.	D	25%
3. Support and train employees on Point of Sale program. Tasks also encompass maintenance, repairs, replacement and troubleshooting of hardware and software.	D	14%
4. Audits and verifies Free and Reduced applications for appropriate program eligibility. Coordinates US Dept. of Agriculture mandated verification. Randomly selects 3% of all applications for income review. Requests “for cause” family members for review from schools. Develops correspondence and sends to families; request for income verification, results of verification process (continuance, status change, termination). Notifies schools (kitchen managers and principals) of changed students’ status. Prepares final verification report.	D	3%
5. Coordinates October 1 pupil count to ensure appropriate at-risk funds for the district.	A	2%
6. Coordinates Federal mandated Direct Certification (free meals) process. Tasks include report comparison of state records to district record for Free Meal eligibility.	D	1%
7. Performs other job-related duties as assigned.	Ongoing	1%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 4 years general clerical experience.
- Experience in computer point of sales application systems preferred.
- Experience in computer desktop technical support preferred.
- Experience in Free and Reduced Application Process preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced problem solving and critical thinking skills.
- Knowledge of computer systems and the USDA lunch program mandates preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with normal office equipment such as personal computer, printer, copier, fax, scanner, phone system, email.
- Operating knowledge of and experience with Microsoft Word, Excel, and PowerPoint.
- Operating knowledge of scanners, Touch screen software, and wireless networking preferred, required within one (1) month of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition and BASE Supervisor	040629

- Provides guidance and training to Nutrition Services Staff during Free and Reduced processing.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Correctly approved free-reduced applications earn the department the correct federal and state meal and snack reimbursements and funding for at-risk children.
- Employee is accountable for own equipment and/or supplies.
- Employee is responsible for accuracy of funds collection and security.
- Assists with meal payment collection for students.
- Position does not require budget responsibility.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		

Negotiate	X			
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WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	