

Job Title: **Base/Nutrition Services Specialist**
 Job Family: **Nutrition Services**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1169**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 22**

SUMMARY: Provides varied accounting, monitoring, purchasing, and administrative services for BASE and/or Nutrition Services. Also maintains software, performs training, and maintains department databases and spreadsheets. Provide statistical and information analysis and generate reports for department leadership. Provides customer service to both internal and external customers.

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. The frequency and percentage of time may vary based on position.*

Job Tasks Descriptions	Frequency	% of Time
1. Accounting, through the use of district information technology system(s): <ul style="list-style-type: none"> • Prepares reviews, reconciles, and processes invoices and credits. Assigns appropriate coding. • Enters invoices into accounts payable system. • Manage purchasing card accounts and transactions. Researches and responds to billing questions from vendors and district personnel. • Computes and performs journal entries to the General Ledger as required for department. 	D	40%
2. Computer training and support, through the use of district information and technology system(s): <ul style="list-style-type: none"> • Coordinate and/or conduct classroom training for employees. Develops training materials and manuals. • Provides support to Kitchen Managers and Site Directors with computer systems. Installs computer system updates. Develops emergency manual back-up systems. • Provides direction for and problem solves with employees. Provides support for Kitchen Managers and/or Site Directors when operational corrections are required. 	D	20%
3. Purchasing: <ul style="list-style-type: none"> • Develops bid specifications and standards to ensure lowest pricing, promotes competition and maintain quality. • Review and place purchase orders • Evaluates, analyzes, tabulates, and recommends bid awards to users by considering price, quality and delivery. • Advise Kitchen Managers and/or Site Directors on pricing availability and sources of supply. • Review contracts and procurement deviation justification (PDJ). • Resolves delivery, quality, warranty, billing and credit issues. 	D	10%
4. Provides statistical and information analysis, through the use of district information technology system(s): <ul style="list-style-type: none"> • Maintains and creates data bases, spreadsheets, and documents for department. • Monitors for uniform quality standards for each program and ensure compliance with state regulations • Enters data, review for accuracy, analyze reports and work orders. • . Provide ad-hoc reporting for department as needed. • May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay 	D	25%
5. Performs customer service and clerical duties: <ul style="list-style-type: none"> • Answers routine calls. • Schedules meetings and take meeting notes as needed • Monitor staff files and ensure CBI and FBI results comply with state regulations Run and distribute weekly credit reports to each BASE site. • May assist in the hiring and recruiting process. 	D	4%

6. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- One year of college level courses in purchasing, accounting or business.
- Minimum of three (3) years general clerical experience. Experience in computer support and training preferred.
- Minimum of 1 to 3 years of customer service experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must complete one of the following:
 - Food Safety certification upon hire and must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs (Nutrition Specialist)
 - CPR, First Aid and Universal Precautions certifications required within 90 days and complete current state required annual continuing education (currently 15 hours) related to one or more of the following; child growth and development, health and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity and professionalism (BASE Specialist)
- Ability to travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of district financial accounting systems.
- Excellent computation skills.
- Excellent analytical skills.
- Knowledge of purchasing/ordering process.
- Ability to resolve conflicts, demonstrate problem solving skills and persistence.
- Ability to respond to department emergencies and be on call as needed.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Knowledge of Microsoft Office products and Google applications.
- 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:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition & BASE Resource Manager or Nutrition Operations Manager	3021 or 3035

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

- Acts as lead to data entry clerk.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Oversees a budget to ensure the monies are not overspent.
- Initiates requisition orders
- Maintains and monitors supplies, inventories, and equipment.

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	

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	