



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
CNS Program Specialist	Child Nutrition Services	Director of Child Nutrition Services

<b>Position No:</b> 76010	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> P12	<b>Date Approved:</b> 10/26/93
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/26/97; 1/7/14; 6/24/25

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Associates Degree, Bachelors preferred.</li> <li>2. Knowledge of office practices and procedures within the Child Nutrition Services Department.</li> <li>3. Understanding of federal guidelines as it pertains to the National School Meal Programs.</li> <li>4. Proficiency in MS Office, Excel and Word.</li> <li>5. Knowledge of the meal benefit application process preferred.</li> <li>6. Ability to speak English and Spanish preferred.</li> <li>7. Ability to communicate orally and in writing.</li> <li>8. Ability to work with parents, staff courteously while dealing with confidential information.</li> <li>9. Ability to prepare reports and spreadsheets within district approved software programs.</li> <li>10. Ability to perform the functions of the position.</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To process meal applications, complete and submit required federal reports to the state.</li> <li>2. To communicate with parents, staff, and community members as related to the school meals program.</li> <li>3. To prepare, review and maintain monthly spreadsheets and reports for auditing purposes.</li> <li>4. To provide ongoing correspondence to school office and food service staff for program updates.</li> <li>5. To complete purchase orders and complete accounting and procurement procedures for goods and services under the Child Nutrition Program.</li> <li>6. Review invoices, purchase orders, and other related documentation and collaborate with internal departments to ensure that accounting is correct for items/services being paid.</li> <li>7. To perform assigned tasks in a timely and efficient manner.</li> <li>8. To perform assigned tasks with a high standard of quality.</li> <li>9. To perform other duties as assigned by the Director of Child Nutrition Services.</li> </ol>
<b>PHYSICAL DEMAND CLASS:</b>
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.