

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Computer and Data Coordinator – Point of Sale Support
<b>Prepared Date:</b>	9/1/2021
<b>Revised Date:</b>	9/15/2023
<b>Work Year:</b>	220 days
<b>Department:</b>	Nutrition Services
<b>Reports To:</b>	Director of Nutrition Services
<b>Salary Range:</b>	APT Salary Schedule
<b>Benefits:</b>	Fringe benefits based on Schedule C Benefits
<b>Status:</b>	FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Computer Coordinator position is responsible for the support, maintenance, troubleshooting and upgrade of the Nutrition Services Point of Sale (POS) programs; for supervising the processing of free and reduced price meal applications and verification; and overall general support of district kitchens and staff related to Nutrition Services Point of Sale (POS) programs and related processes.

**QUALIFICATIONS:**

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. 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.

**REQUIRED:**

- Any combination of education, training, and/or experience equivalent to: Bachelor's degree in Nutrition or related field, and two (2) years of nutrition services management experience
- Minimum of one (1) year of experience in computer support or three (3) years of experience using the MCS Franklin and Newton software or other relevant K-12 nutrition software
- Employee must obtain ServSafe certification within 6 months of hire
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to travel to multiple sites within city
- Currently hold a valid Colorado Driver's License
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Bachelor's Degree
- Previous experience in school food service management
- Previous experience with food services computer software
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge of Nutrition Services processes, procedures, practices, and policies
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Intermediate skills in personnel management, budget management, conflict resolution, resource organization and planning, and information analysis
- Knowledge of federal and state laws that apply to personnel
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel

within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Establish standard operating procedures for the Food Service Management Company (FSMC) to train employees to properly cashier, report, deposit funds, and troubleshoot computer and program issues when appropriate
- Act as a resource for FSMC leadership and staff and Director by assisting with daily operations, concerns, and questions related to technology, cash handling, and meal count reporting
- Support, maintain, troubleshoot, and upgrade Point of Sale (POS) program. Correct errors in the POS program
- Check and correct bank errors daily and coordinate with accounting to assure consistent report of figures
- Coordinate Central Accounting program, the Data Center, and School Payment Solutions Program assure money is routed into correct accounts.
- Maintain Nutrition Services web site
- Supervise the collection, processing, and maintenance of Federal Economic Data Surveys (FEDS) and/or applications for free or reduced price meals in conjunction with the current Community Eligibility Provision (CEP) cycle. Complete direct certification, verification, and regular audit checks of applications
- Serve as liaison between IT and Nutrition Services. Assist in special computer projects
- Act as liaison for principals, staff, students, and community and provide communication to promote a positive image of the Nutrition Services programs and maintain good relations
- Monitor records for reports and audits for accuracy in a timely manner
- Prepare claims for reimbursement and associate reports monthly
- Oversee and manage data center and meal program software and provide software training and support for the department
- Work with IT to establish and manage data transfers with district accounting and student software
- Manage the district part of the MySchoolBucks or other payment processing program which allows families to deposit money into meal accounts. Assist parents in creating student accounts and resolving questions and concerns
- Understand, implement, and monitor USDA, state, local, district, and departmental regulations, policies, and procedures for the Child Nutrition Programs and other programs offered in our district.
- Continue to analyze operation and implement changes for improvement and advancement of programs by actively participating in local, state, and national food service and business operations continuing education opportunities to meet USDA minimum requirement of 10 hours/year

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Director of Nutrition Services.

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 DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

### WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is often performed in a typical office environment. Employee may occasionally be exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, or extreme heat consistent with normal school kitchen operations.