TITLE: **Food Services Generalist ~~Free/Reduced Benefits~~**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. Certificate
2. Has keyboarding skills and the ability to type at a skill level of 35 words per minute
3. Has specialized skills in filing, telephone and copy machine operations
4. Has the ability to read and follow written directions
5. Has one-year experience entering data on automated office equipment and using software; knowledge of Word and Excel
6. Has experience handling confidential information
7. Has advanced mathematics skills
8. Has demonstrated the ability or potential to communicate and work effectively with students and staff and community

REPORTS TO: Director of Food Services

JOB GOAL: To perform a variety of responsible and technical work in support of an assigned school or district program or function

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures and directions from supervisor related to job responsibilities
2. Assist in answering telephone and greeting and providing information to parents, students, staff and others. Perform responsibilities such as typing, filing, copying and other duties as assigned
3. Operate computer and peripheral equipment, utilizing various software as required, to enter, revise and update information: generate records, reports, lists and summaries as needed for assigned job
4. Coordinates district-wide Free and Reduced Application approval processing for the National School Lunch and Breakfast program and serves as the determining official to ensure accurate data entry and approval of all free and reduced applications, using an approved software program system
5. Manages the transfer of Direct Certification Food Stamp and K-Tap Data to the free and reduced software program
6. Communicate with other departments and/or schools to provide free and reduced data. Compile information and prepare reports as required
7. Provide technical information concerning policies and procedures of assigned free and reduced program or National School Lunch Program according to established guideline
8. Compose and prepare correspondence requesting, providing or verifying information. Performs verification activities within timelines and as required by the National School Lunch program and the Kentucky Department of Education.
9. Maintain up to date rosters of free and reduced meal application data. Copies and distributes meal applications to all students
10. Prepare monthly and annual statistical district-wide reports
11. Coordinates the commodity product distribution information and manages/maintains all date related to the USDA commodity program.
12. Manages the AppliTrack System and provides copies of employment applications as requested by department administrators.
13. Process all Staffing Requests and post positions accordingly.
14. Process all Recommendation Forms for Food Service positions.
15. Build all pay records on MUNIS for newly hired Food Service employees
16. Maintain MUNIS Position Control for all Food Service allocations.
17. Type test applicants as required by applicable job description(s)
18. Administer Change of Assignment requests within the Food Service Department
19. Verify appropriate job-related experience for applicants who have applied for pay credit for positions within the Food Service Department
20. Process Food Service employee status changes
21. Prepare and disseminate new and annual employment contracts for all Food Service employees.
22. Schedule pre-employment medical examinations.
23. Conduct criminal records background checks
24. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 9)
* 40 hours per wk.
* 12 months
* 246 days
* Board Approved: