

Job Title: Assistant Director Food and Nutrition
Service (FNS) Information System

Wage/Hour Status: Exempt

Reports to: Food and Nutrition Services Director

Pay Grade: 106

Dept. /School: Food and Nutrition Services

Date Revised: June 25, 2020

Primary Purpose

Assist the Director in maintaining the operation, efficiency, and reliability of the Food and Nutrition Service Information System (FNSIS). Responsible for the program management of the Point of Sale (POS) System.

Qualifications

Education/Certification

Bachelor's Degree in Business Administration or related field
Valid Texas Driver License
Maintain insurance coverage in accordance with District policy

Special Knowledge/Skills

- Knowledge of the FNSIS and related customer reports
- Knowledge of Texas Department of Agriculture (TDA) Standards
- Ability to interpret policies, procedures and work with program application data
- Ability to maintain accurate and auditable records
- Knowledge of sequel query structures
- Knowledge of computer hardware, information software and user support
- Proficient user of Microsoft Office tools, including Word, Excel, Access and PowerPoint
- Knowledge of WinSNAP/WebSMARTT, Teleform/Liquid Office applications
- Ability to develop and deliver training to large or small groups
- Ability to handle multiple high priority tasks simultaneously
- Strong organizational, and communication skills
- Excellent interpersonal skills and ability to interact positively and effectively with employees within the District, as well as with students, parents and vendors

Experience

Three (3) years' experience in a School Nutrition Environment
Five (5) years' experience managing Food and Nutrition Information System (FNSIS)
Five (5) years' experience in software applications, user training, and support
Three (3) years' supervisory experience

Major Responsibilities and Duties

1. Manage, analyze, and evaluate the goals and objectives of the FNSIS.
2. Assist in the development, and implementation and monitoring of Food Service Programs.
3. Oversee replication/communication of all program data.
4. Submit bid specifications in a timely manner to Purchasing Department for quote and bid processing.
5. Oversee and coordinate the Summer Food Service Program for the department.
6. Review and revise the FNS policies, bulletins, and employee handbook.
7. Oversee the 'MySchoolBucks' financial customer account system.
8. Assist in setting up all 'Low balance and Negative balance' calls on the Black Board Notification System.
9. Oversee and manage the integrity of the POS operation:
 - Track and troubleshoot POS transactions and errors.
 - Train FNS staff on POS system use and related policies.
 - Evaluate current FNS policies and procedures pertaining to POS operations and recommend changes as needed. (Program Changes)
 - Validate meal count and revenue data for reporting to government agencies, department and District entities
 - Evaluate reports and recommend usage to retrieve data in the most efficient manner.

10. Assist in staff development training on the application program software with special emphasis on “front-of -house/back-of-house” functions both on site and remotely.
11. Test and document issues for escalation concerning application software to Vendor’s Customer Support.
12. Oversee the paper/online application software process.
 - Maintain, update, and configure the FNS application information system in accordance with the federal standard.
 - Assist with the annual TDA Verification process.
 - Oversee, and correct concerns with customer eligibility status.
13. Assist director in evaluating campuses for CEP (Community Eligibility Provision).
14. Assist in compiling and filing the NSLP (National School Lunch Program) and CACFP (Child and Adult Care Food Program) claims for reimbursement within the required periods.
15. Assist in compiling and submitting Direct Certification through TXUNPS (Texas Unified Nutrition Program System) monthly to the State (TDA).
16. Perform the End of Year/Start of Year process related to FNSIS.
17. Archive five (5) years of FNS record retention data for audit purposes.
18. Serve as a liaison between Food and Nutrition Services and Technology Services.
19. Plan, coordinate, and develop a budget that adheres to Food and Nutrition Services requirements and standards.
20. Assist in documenting all federally funded inventory.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling, heavy lifting and carrying. Some stooping, bending and kneeling. Frequent districtwide travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ *Date:* _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.