



**Job Title:** Meal Program Technician

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 18

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
JUNE 20, 2017  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to manage the District's Free and Reduced Price Meal Programs on a centralized basis in compliance with USDA guidelines and regulations; perform internal reviews of the school food services operations to ensure compliance with the various federal, state, and District regulations.

### **ESSENTIAL JOB FUNCTIONS**

- Communicates with parents and students, via handout materials, and press releases/news media, announcing that they might be eligible for free and reduced price meal benefits.
- Trains school personnel on procedures to follow in quickly checking each submitted application for completeness before sending to the School Food Services Office for centralized approval and record keeping.
- Processes all free and reduced price meal applications in a timely manner and in compliance with the regulations attendant with USDA's Free and Reduced Price Meal Program.
- Completes, verifies, and maintains the State Child Nutrition Application for all department programs and trains school designees accordingly.
- Provides letters of notification to those students who are entitled to free or reduced price meals; additionally, notifies any applicants who are denied benefits.
- Ensures that all student eligibilities are properly recorded in the District's student information system and the food service point of sale system.
- Maintains all free and reduced price applications in compliance with USDA record keeping requirements.
- Performs and documents the free and reduced price verification process in compliance with applicable regulations.
- Involves all stakeholders, communicating with District and school staffs in the management of centralized approval of family applications for free and reduced price meals.
- Interacts with outside agencies, e.g., Children and Families, as needed.
- Utilizes area news media in the promulgation of the availability of USDA's Free and Reduced Price Meal Program.

- Keeps well informed about any changes and updates regarding the free and reduced price guidelines/regulations by attending appropriate DOE/FNM workshops.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Maintains a network of peer contacts.
- Sets the overall objectives and deadlines to be met.
- Exhibits interpersonal skills to work as an effective team member.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Graduation from high school or possession of a GED.
- Three (3) years of experience in the management of a data collection and processing either at a school or the district level.
- A thorough understanding of the National School Lunch, School Breakfast, and After School Care Snack Programs, preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine necessary and appropriate to ensure properly qualified personnel in each specialized assignment.
- Experience with the Free and Reduced price meal program preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to read and interpret the free and reduced price guidelines as published by USDA and other regulatory agencies as appropriate.
- Requires the ability to communicate effectively with school administrative employees, including principals, teachers and staff, as well as school cafeteria employees.
- Requires the ability to respond to common inquiries or complaints from customers or regulatory agencies.
- Requires the ability to effectively write or verbalize information for public distribution via the news media.
- Requires the ability to present information to the School Board, to the Superintendent, and to the community.
- Requires the ability to add, subtract, multiply, and divide.
- Requires the ability to define problems and reach logical resolution of same.
- Requires the ability to comprehend and carry out detailed instructions.
- Requires the ability to display basic understanding of personal computers and accompanying software.
- Requires the ability to display knowledge of school food services operations, including an in-depth familiarity with all of the USDA regulations surrounding the National School Lunch, School Breakfast, and After School Care Snack Programs.
- Requires the ability to display knowledge of operating various software programs.
- Requires the ability to plan, organize, and prioritize activities.
- Requires the ability to delegate tasks and follow-up to ensure that the tasks are being completed in a timely and accurate manner.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**