

TITLE: ANALYST - SCHOOL FOOD SERVICE

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
3. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Performs statistical analyses and generates reports related to School Food Service.
2. Provides information and assistance to schools and departments relative to School Food Service operations.
3. Provides current summary information for various departmental projects as assigned.
4. Sorts, prepares and maintains files related to various correspondence, reports and other materials.
5. Performs clerical and record-keeping functions as assigned.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/28/06
Salary Level: 13
Salary Range: \$31,031 - \$54,414
Bargaining Unit: M
Responsible to: Specialist

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.