

TITLE: ANALYST - SCHOOL FOOD SERVICE SENIOR

QUALIFICATIONS:

1. Associate degree.
2. Three (3) or more years of successful experience in a related position for a large or medium-sized organization.
3. Demonstrated ability to lead projects and initiatives and to achieve results with minimal direction.
4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Assists in the planning, implementing and supporting of food service related procedures that aid in increasing the efficiency and/or effectiveness of the National School Lunch and Breakfast Programs.
2. Performs clerical and record-keeping functions.
3. Maintains statistical records concerning departmental responsibilities.
4. Prepares various reports.
5. Responds to information requests from school sites and District personnel.
6. Assists food service administrators with the administration and coordination of the National School Lunch and Breakfast Programs to include successful new school openings and involvement in specific media relations.
7. Administers selected School Food Service programs.
8. Conducts Quality Assurance evaluations at school sites and follows up accordingly with recommendations and training.
9. Maintains confidentiality regarding departmental and business matters.

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: 16
Salary Range: \$40,187 - \$70,471
Bargaining Unit: M
Responsible to: Specialist

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