

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6597
Pay Grade: D10

FLSA: Non-Exempt

FOOD AND NUTRITION FREE AND REDUCED SPECIALIST
<p>REPORTS TO: Assistant Director, Food and Nutrition</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: High school diploma or a GED, plus three (3) years progressively responsible clerical office experience to include two (2) years in an automated work environment performing duties involving computer usage for data input and retrieval and generation of reports.</p> <p>PREFERRED: School or office-based clerical experience. School food and nutrition experience.</p>
MAJOR FUNCTION
<p>Maintains and coordinates the Free or Reduced lunch program for Pinellas County Schools, including direct certification. Processes all Free or Reduced-price meal applications. Provides Free or Reduced data and reports for the state and district.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Processes meal applications for students enrolled in all Pinellas County Schools and programs participating in the National School Lunch Program. • Maintains the Direct Certification program through the Florida Direct Certification computer system. • Prepares data collection reporting for Food and Nutrition, Florida Department of Agriculture, Title 1 and other programs. • Keeps abreast of School Board, state, federal and local requirements and policy and procedures, related to Child Nutrition Programs. • Trains Food and Nutrition staff on free or reduced program. • Collaborates with district departments and community partners on free and reduced program, data management and reporting as needed. • Maintains confidentiality of free and reduced program. • Participates in professional development/training and maintains the hours required by USDA for Professional Standards. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21</p>

FOOD AND NUTRITION FREE & REDUCED SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Food and Nutrition Free and Reduced Specialist - NR