

**SAN DIEGO CITY SCHOOLS**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Food Services Computer Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	032 OTBS
<b>ISSUED:</b>	January 23, 2003		

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**BASIC FUNCTION:**

Provide technical computer support to school food service preparation kitchens managers by telephone and field visit.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Maintain food item, nutrient, menu and recipe file data, verify for accuracy and update as necessary. **E**

Code and input ingredients, recipes, menus, prices, and other information into microcomputer for use by preparation kitchen staff. **E**

Assist in coordinating the planning, testing, and implementation of computerized food service information. **E**

Maintain system security by controlling access to the system and assigning codes and passwords. **E**

Schedule and conduct or assist in training cafeteria managers in the use of the Unix computer system and the Computrition program. **E**

Visit sites to provide maintenance of software, diagnose problems, and perform simple repair of equipment. **E**

Provide software and operational assistance by phone. **E**

Provide inservice training to staff as new features and other applications are developed. **E**

Send electronic memos and messages by modem to other work stations. **E**

Order, store, and maintain software, disks, and tape masters. **E**

Contact vendors as required for repairs or technical problems with equipment. **E**

Make recommendations for acquisition of additional computer hardware and software. **E**

Produce periodic reports on trends, costs and other factors. **E**

Develop forms for and print materials. **E**

Review printouts for completeness, accuracy, and suitability. **E**

Maintain a file of Computer Assisted Nutrition System menus. **E**

Operate standard office equipment and perform general clerical services. **E**

May direct the work of clerical assistants.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of recent, full-time paid, increasingly responsible office clerical experience, including the regular operation of microcomputers.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of microcomputers and supporting equipment.

Standard office equipment, procedures, and organizational methods.

Reading and writing English communication skills.

**ABILITY TO:**

Organize, coordinate, and establish priorities of computer related materials and activities.

Identify and correct problems with equipment and software operation.

Train others in the operation of hardware and applicable software.

Operate standard office equipment including microcomputers and related software applications.

Type/keyboard at a net, corrected speed of 40 words per minute.

Communicate effectively and maintain cooperative relationships.

Plan and organize work under pressures of time and volume to meet schedules and time lines.

Maintain records, develop report formats, and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate

A computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6881

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