Job Title: **Technology Specialist – School Food Services**

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: Exempt

Reports to: Appropriate Supervisor or Designee

Supervises: Appropriate Staff as required

Pay Grade: Professional – 5

JOB SUMMARY

The purpose of this position is to perform complex technical and analytical work supervising the implementation, analysis, and maintenance of food service software.

ESSENTIAL JOB FUNCTIONS

- Advises School Food Services Director regarding the establishment of technology goals for all program operations.
- Advises and coordinates with District Information Technology (IT) staff regarding all required software interfaces.
- Advises District IT staff as to the specifications for all School Food Services hardware including server upgrades and cafeteria serving line and manager stations.
- Maintains a strong partnership with Horizon Software to stay abreast of industry changes in technology including system engineering issues.
- Develops and implements technology training and support documents for all School Food Services software including OneSource, SourceBoard, online free and reduced price application systems, application scanning, vending, etc.
- Performs all duties of the Database System Manager.
- Monitors file setups and system preferences of the database.
- Sets up and monitors data flow communications between the Food Services Central Office, school sites, and all other software interfaces.
- Installs software upgrades and yearly rollover process at the Food Services Central Office and all school sites.
- Provides assistance and backup support for the network, both onsite and via phone.
- Monitors the accuracy and practicality of applications when in use.
- Plans and sets up new school installations.
- Performs data mining and integration.
- Serves as the help desk for all cafeteria software in providing assistance to Food Service Central Office staff and cafeteria managers and employees.
- Assists cafeteria users with GroupWise e mail, and Microsoft products including Word, Excel, and Access, as needed.

- Performs hardware maintenance on all cafeteria computers at school sites and in School Food Service office.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and community.
- Interacts with schools, outside agencies, and the community to enhance understanding of District goals and objectives.
- Keeps Director informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Participates in and maintains a network of peer contacts through appropriate work related professional associations and organizations.
- Reads professional journals and other current research in the field.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Works in proactive, self-directed manner to plan and carries out technical and evaluation objectives of the department and District.
- Supervises and directs subordinate staff.
- Assumes limited administrative supervision of department as per instructions of the director.
- Sets high standards for self and staff.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Computer Systems, Computer Technology, Engineering Technology, or related technical degree from an accredited educational institution.
- Appropriate technical certification.
- Minimum of five (5) years of experience in food service technology.
- Minimum of two (2) years of experience and training as a project manager/systems engineer.
- A+ knowledge and Microsoft Certifications required: MCP (Microsoft Certified Professional), MCSA(Microsoft Certified System Administrator), MCSE (Microsoft Certified Systems Engineer).
- Experience in web design preferred.
- Qualifications may vary from the above requirements to such a degree and the Superintendent and the Board determines is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display thorough knowledge of computer technologies related to the development, implementation, analysis, and management of food service software.
- Requires the ability to display considerable implementation, analysis, and management of food service software.
- Requires the ability to display considerable knowledge of software pertaining to food production, centralized warehousing, menu planning and nutritional analysis,

perpetual inventory, order processing, shipping and receiving, commodity management, bid analysis, free and reduced price meal approval, point of sale accountability, and state claims processing.
- Requires the ability to work effectively with principals, cafeteria managers, and data clerks, Information Technology directors, analysts and technicians, and district administrators and staff.
- Requires the ability to effectively maintain, analyze, and provide training for food service software in order to optimize its use for accountability and management of all segments of food service programs.
- Requires the ability to display effective oral, written, and presentation communication skills.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

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: