SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Nutrition Services Program Technician II	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9774	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services Department	SALARY:	Range 50 Salary Schedule C

REPO n BT /T9.661e

Develop and maintain monthly profit and loss statements for various Nutrition Services programs including National School Lunch, School Breakfast, After School Snack, Child and Adult Care Food Program, and Summer Meals Program as well as other programs. E

Perform detailed and accurate computer functions using the D

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

LICENSES AND OTHER REQUIREMENTS:

Hold a current, valid California driver's license. Overall scores in computer software testing program prefer as follows:

    Keyboarding....................55 Correct WPM
    Word............................80% Overall Score
    Excel............................80% Overall Score
    General Accounting......80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Statewide Standardized Account Code Structure (SACS)
Generally Accepted Accounting Principles
Methods and practices of financial record keeping.
Financial statement and general accounting control procedures.
District and Department policies and procedures related to assigned function.
Applicable sections of State Education Code and other state and federal laws.
Operation of a computer, related software, and standard office equipment.
Microsoft Office, including Word & Excel for Windows, and accounting software for spreadsheet analysis.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
USDA and CDE fiscal and eligibility requirements.

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