Job Title: Meal Benefit Technician, Child Nutrition

Department: Child Nutrition

Reports To: Director of Child Nutrition

FLSA Status: Non Exempt

Salary Schedule: SC lane 09

SUMMARY

Under the supervision of the Director of Child Nutrition, the Meal Benefit Technician oversees the regulatory administration of student meal benefits, state reimbursement claims, and complex departmental financial accounting for the Washington County School District (WCSD) Child Nutrition Department. This position ensures complete fiscal accuracy, policy compliance, and provides critical systems support to WCSD Lunch Clerks.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Meal Benefits & Compliance: Processes, manages, and verifies Free and Reduced-Price Meal Applications in strict compliance with USDA and state regulations. Maintains accurate, confidential student eligibility records and leads audit preparation for financial/regulatory reviews.

Reimbursement Claims: Compiles, calculates, and submits the comprehensive monthly state reimbursement claims by mandated deadlines.

Financial Recordkeeping & Budgeting: Maintains Child Nutrition Department accounting program records, budget tracking, and financial documentation. Verifies, reconciles, and balances daily/monthly financial deposits and reports from individual school sites.

Substitute Financial Tracking: Audits and verifies timecard or electronic recordkeeping documentation for substitutes/on-call staff to ensure accurate budget tracking and payroll processing against the personnel pool hours.

Point-of-Sale (POS) Support: Provides high-level software troubleshooting, updates, and operational guidance to WCSD Lunch Clerks regarding meal benefits, pricing matrices, and financial procedures.

Administrative Fiscal Support: Assists with tracking budget expenditures related to specialized kitchen equipment, operations, procurement awards, and personnel pool hours.

SUPERVISORY RESPONSIBILITIES

This position will have indirect supervisory responsibility over the school Lunch Clerks.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS ***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.***

Must have current knowledge of child nutrition and its application in school lunch programs. Ability to maintain a high level of integrity regarding student confidentiality and financial accuracy.]

Must have strong basic bookkeeping and organizational skills. Must have advanced proficiency in data entry, spreadsheets, accounting software, and school nutrition POS systems.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to use formulas in spreadsheets.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

An Associate's Degree or higher with course study in accounting, business administration, data management, or a closely related field; **or** 3 years of experience in bookkeeping, financial recordkeeping, or data-intensive regulatory administration, preferably within a school district setting.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1). Requires use of a personal vehicle (mileage reimbursed).

PHYSICAL DEMANDS ***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT ***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the noise level in the work environment is usually moderate, and very busy and interruptive.

Must be able to travel frequently between WCSD school sites in various weather conditions.

Prepared By: **Food Service Supervisor**			Date: **1/21/2004**
Approved By: **Executive Director, Human Resources**			Date: **1/21/2004**
☐ Review	☑ Revised	By: **Food Service Supervisor**	Date: **6/12/2012**
☐ Review	☑ Revised	By: **HR Position Management Specialist**	Date: **4/14/2015**
☐ Review	☑ Revised	By: **HR Position Management Specialist**	Date: **1/7/2016**
☐ Review	☑ Revised	By: **HR Assistant Director**	Date: **4/8/2021**
☐ Review	☑ Revised	By: **Nutrition Program Coordinator**	Date: **5/10/2021**
☐ Review	☑ Revised	By: **Director of Child Nutrition**	Date: **5/27/2026**
☐ Review	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	