Title: **Verification Specialist**
Reports to: Administrator Assigned
Department: Child Nutrition Services

Pay Grade: 304
FLSA: Exempt
Length of Assignment: 226 days
Funding Source: Federal Funds

Summary

Responsible for the on-going oversight of the Child Nutrition campus accounting, claiming, and federal feeding programs. Assist in the district wide collection and reconciliation of Federal School Meal applications. Serve as a resource for campus Child Nutrition Managers and Cashiers. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Perform required office routines according to standard practices while maintaining a high level of confidentiality.
2. Establish and maintain manual and automated record filing systems for campus or departmental activities such as payroll, and budget, as assigned; may perform complex bookkeeping and accounting procedures.
3. Calculate, process, and enter data for required reporting; coordinate functions with other campuses/departments as needed.
4. Accountable for functional responsibility of the assigned work section in the federal feeding programs.
5. Assist Child Nutrition Supervisors with day-to-day district operations.
6. Oversee campus Child Nutrition Cashiers.
7. Report campus and district Child Nutrition transactions.
8. Facilitate personnel transitions and present trainings for child nutrition personnel.
9. Research reports and requests for information; extract information and supporting data to assist administrator.
10. Observe system operations, analyze potential problems and take corrective action; provide information and clarification to other departments as needed.
11. Accommodate the needs of students, parents, teachers, staff and/or the general public as appropriate to assist administration in providing information and services.
12. Perform student application verifications.
13. Provide all necessary trainings for federal feeding programs.
14. Establish, plan, and maintain record keeping for the distribution and usage of government commodities.
15. Plan, establish, and execute the annual purchase of all cafeteria staff uniforms.
16. Inspect delivered goods and evaluate services performed to insure compliance with bid specifications, conditions, and prices.
17. Submit specifications and calculate bid and quotation quantities for periodic and annual bids for food, utensils, equipment, and services related to child nutrition.

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18. Assist in the development, implementation, and objectives for the food service program, including budget planning, monitoring, and evaluation; develop goals related to modern food service technology and program needs; oversee menu and special catering functions, including cost, merchandising, and presentation.

19. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree and two (2) years of institutional food service experience OR an Associate's degree and five (5) years of institutional food service experience. Knowledge of food and non-food products, equipment and services. Proficient use of spreadsheet, word processing and other computer programs. Valid Texas/New Mexico driver's license/ID card; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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