

Daily Tasks

Food Service Technologist:

- Maintenance/repair/troubleshooting of the Food Service Point of Sale system.
- Maintenance/repair/troubleshooting of the Food Service computers and peripherals.
- Performs preventative maintenance to maintain optimal system performance.
- Maintains inventory of all Food Service computer equipment and peripherals.
- Start of year cashier training.

Child Nutrition Supervisor:

- Process all eligibility documents.
- Prepare and submit Verification of eligibility documents.
- All ADE reporting.
- Reconciliation with Mohave County Revenue reports.
- FSMC invoice reconciliations.
- DOD ordering and reconciliations.
- USDA Foods “brown box” ordering and reconciliation.
- Work with FSMC on USDA Foods processing and monthly reconciliations.
- Monitor the FSMC for compliance with USDA and ADE regulations.
- Monitor the 510 fund for liquidity.
- Work closely with FSMC Director to put forth the best program possible.
- Attend District Administrative Team meetings.
- Attend School Nutrition Association, national and State of Arizona, meetings and conferences to keep current on trends and professional growth.
- Network meetings, bi-weekly with Arizona CNP Directors.