



SCHOOL DISTRICT U-46
JOB DESCRIPTION
MEAL APPLICATION PROCESSOR TEMPORARY - SUMMER

JOB DESCRIPTION REVISION DATE: 4/16/14

DEPARTMENT / SCHOOL: Food and Nutrition Department

REPORTS TO: Field Specialist/Claims Specialist

SUPERVISES: N/A

POSITION GOAL:

Work together with a team to ensure that applications are accurately processed according to state regulations for the 2014/2015 school year.

ESSENTIAL FUNCTIONS:

1. Data entry of applications into the computerized system for processing.
2. Processing on-line applications.
3. Proofing and checking for completion of Meal Benefit Application forms and on-line.
4. Customer calling for incomplete applications.
5. Assist walk-in customers with on-line applications.

KNOWLEDGE AND CRITICAL SKILLS:

1. Bilingual and Spanish /English language is preferred
2. Accuracy and speed with data entry
3. Versatility in position roles
4. Excellent customer service is required
5. Good communication and organizational skills required

EXPERIENCE AND EDUCATION:

1. Knowledgeable of the state and Federal Meal Benefit Application Process
2. Computer literate
3. High school Diploma or GED is required

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Fast Paced

PHYSICAL DEMANDS:

1. None

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

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This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

Temporary - position, approximately 20-45 working days, 4-6 hours per day as needed.

EVALUATION:

None

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____