

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Federal Applications and Verification

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma. Associate's Degree preferred.
- Three (3) years experience in institutional food service preferably in a school setting.
- Experience with administering the USDA Free/Reduced meal benefits program.
- Valid Florida Drivers License.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to effectively communicate with personnel at all levels within the district.
- Ability to communicate with the public in English and Spanish.
- Knowledge of computer applications as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in human interaction and conflict management.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Ability to interpret policy and law.

#### SUPERVISION

**REPORTS TO** Coordinator of Food Services Special Programs  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To provide Free/Reduced Lunch program support to the parents, students, food service managers and principals.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Process Free/Reduced Applications per current Federal Regulations.
2. \* Perform the Federal Verification Process of Free/Reduced Lunch Applications.
3. \* Maintain all free and reduced application and verification records per federal requirements.
4. \* Provide technical assistance to school based personnel on Federal guidelines of free/reduced applications.
5. \* Audit free/reduced applications and rosters.
6. \* Analyze and prepare recommendations on systems for controlling Federal free/reduced lunch accountability.
7. \* Work with parents, Principals, and Food Service Managers to facilitate the application approval process to insure student's welfare.
8. \* Provide assistance to other Food Service Specialists as needed.
9. \* Coordinate and assist managers with contacting parents and resolving student balances.
10. \* Organize and distribute Free/Reduced applications to school sites.
11. \* Be available to participate as part of the district wide Emergency Management Team.
12. Perform other duties as assigned by the Director of Food Services.

\*Denotes essential job function/ADA

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## EQUIPMENT / MATERIALS

Standard office equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 14  
EEO-5 Line 44  
Function 7600  
Job Code 1932  
Survey Code 76010

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**March 9, 2010**  
**July 24, 2007**

ADA Information Provided by Food Services  
Position Description Prepared by Chad Wilsky