



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Child Nutrition Technician**
Job Family: **Classified – Child Nutrition**
Prepared/Revised Date: **August 1, 2025**

FLSA Status: **Non-Exempt**
Pay Range: **CN50H**
Job Code: **38230**

SUMMARY: Responsible for managing, monitoring, and maintaining the Child Nutrition (CN) Department hardware and software-based systems. Troubleshoot, resolve issues, train, support and assist the Child Nutrition Department and staff in maintaining the accuracy and function of systems. Create, submit, and ensure reports, accounts and audits are completed in compliance with federal, state, district, and department requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide user support for district approved software, hardware, operating systems, peripherals, and communication devices to Child Nutrition department through calls, emails, and in person contact. Utilize strong problem solving and analytical abilities to identify, troubleshoot and resolve technical issues. Install, configure, and update department specific applications. Monitor the storage, maintenance, cleaning, and use of department IT equipment. Complete installation, training and maintenance of software and hardware systems.
2. Travel to schools to troubleshoot, repair, replace, install, and train on systems as needed.
3. Perform daily system monitoring; verifying availability of systems, completion of scheduled jobs, and data accuracy.
4. Prepare, develop, and conduct a variety of data analysis for reporting as requested. Develop and manage project implementations as assigned ensuring the timely delivery of high-quality deliverables while collaborating with individuals and team members. Develop and maintain evaluation tools and procedures for departmental systems.
5. Manage, update, maintain and create documentation, procedures, and instructions for hardware and software systems used by the Child Nutrition department. Train and support CN employees in equipment and applications use, financial accounting, deposits, and reports per federal state, district, and department standards.
6. Complete point-of-sale accounting and cashier audits as required. Train new hires on point-of-sale system.



7. Maintain and manage on-line payments, ordering, inventory, Free and Reduced program??, accounting systems, point-of-sale, and report generation. Manage customer accounts and resolve issues in a timely, positive, and professional manner. Ensure meal accounting complies with requirements per state, federal and local regulations.
8. Manage and submit data to state officials and district departments for Child Nutrition program to fulfill requirements.
9. Act as department liaison with vendors, building IT coordinators, and PSD IT Department. Assist and support in IT equipment needs, updates, orders and bids, including deployment and inventory management.
10. Update and manage Child Nutrition webpage.
11. Attend required training and meetings. Keep updated on industry programs, training, and equipment.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus two years of college coursework in computer technology or related field
- More than two years and up to and including three years of experience in computer and software experience required
- Experience in child nutrition, point-of-sale systems and/or systems training preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Strong customer service and public relations skills
- Ability to provide excellent customer service on the phone or face to face
- Math and Accounting skills
- Attention to detail and accuracy
- Ability to lead, participate and work in a team environment as well independently with minimum supervision
- Advanced organization, planning, and time management skills
- Ability to determine priorities, manage multiple tasks with frequent interruptions and meet deadlines researching and applying new technology as necessary
- Capacity to learn quickly and handle multiple tasks simultaneously
- Ability to follow written instructions



- Ability to utilize strong problem-solving skills and analytical abilities to identify, troubleshoot and resolve technical issues with hardware and software including issues with Child Nutrition suite of applications (Point of Sales, Biometrics, and Inventory systems)
- Ability to install, configure and troubleshoot hardware and software of all types
- Ability to conduct research, read technical publications and apply acquired skills
- Ability and willingness to be on call and/or respond to calls on the job
- Ability to write clear and accurate documentation for end users
- Ability to maintain confidentiality in all aspects of job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Strong knowledge of Microsoft Office Suite including Outlook, Word, Excel, PowerPoint and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Child Nutrition	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	