

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SYSTEMS SUPPORT SPECIALIST FOR FOOD AND NUTRITION SERVICES

Required Qualifications:

- High school diploma or equivalent, equivalent experience or graduation from an accredited college or technical school with training in an appropriate field
- Minimum of two (2) years experience with microcomputers and networking
- Knowledge of Windows and SQL Server 2008
- Experience in selection, installation, training and trouble-shooting of hardware and software
- Must have a valid Florida Driver's License

Performance Responsibilities:

- Provide technical assistance in the use of point of sale devices
- Provide assistance in training Food Service employees for any new technology
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program
- Assist with updating the annual application to participate in the National School Lunch, National School Breakfast and Seamless Summer Feeding Programs
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Provide support to staff assigned to the Food and Nutrition Services cost centers to utilize hardware and software
- Coordinate technology activities with all food service software providers and the Technology Information Services Department
- Assist Food and Nutrition Services staff in the selection, purchase, installation and maintenance of hardware and software appropriate for their needs
- Maintain Food and Nutrition Services inventory with respect to software and hardware
- Maintain any server(s) required to support Food and Nutrition services
- Assist with the development and maintenance of a Food and Nutrition Services website, Menu Boards and all technology promoting the Food Service Department
- Operate a motor vehicle as required by the position

- Perform other duties as assigned by the Director of Food and Nutrition Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Services Finance/Operations Program Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Services Finance/Operations Program Manager and/or designee

Terms of Employment:

12 month employment

Salary:

Salary based upon salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76010

Board Approved: 06/07/11

Revised: 08/08/2017, 05/25/2021