

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare and serve hot and cold menu items to students and staff at an assigned campus; maintain the kitchen and food service areas in a safe, clean and orderly condition.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties. The Food Service Assistant III classification performs cashiering and cash management duties in addition to performing responsible food service preparation and service activities. Incumbents serve as leads, training and assigning work to students assistants and staff. The Food Service Assistant I classification performs routine food service activities at an assigned site. Incumbents prepare and serve food from a snack cart and perform basic cashiering duties.

REPRESENTATIVE DUTIES:

Prepare and serve hot and cold menu items to students and staff at an assigned school; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations. *E*

Prepare hot and cold beverages including coffee, tea and juice; prepare frozen foods from freezer; fry and serve frozen foods including burritos, fries and onion rings; cut carrots, celery and other vegetables as required. *E*

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items as assigned; set-up, count, stock and serve milk; check expiration dates and discard containers as needed; monitor temperature of freezers and refrigerators. *E*

Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed. *E*

Perform general cleaning duties such as mopping, sweeping, emptying trash receptacles, monitor and replenish stock levels of condiments, utensils and dishes; set up staff dining area. *E*

Estimate food and supplies needed for operation; stock food supplies according to established procedures; assist with the storage of food supplies and leftover items; assist with periodic inventories as assigned; maintain related records. *E*

Operate a variety of equipment and machines used in a school cafeteria; operate a cash register; perform cashiering duties; maintain records of meals and beverages served and monies collected. *E*

Train new food service employees and student workers as assigned.

Assist with food preparation and service at special events as assigned.

Answer phones; take and relay messages to staff as appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation practices related to preparing, handling and serving food.

Basic math and cashiering skills.

Basic record-keeping techniques.

Operation of food service equipment and a cash register.

Rules and regulations pertaining to health and safety in the cafeteria.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Basic food preparation including washing, cutting and assembling food items and ingredients.

ABILITY TO:

Operate food service equipment safely and efficiently.

Maintain food service equipment and areas in a clean and sanitary condition.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Assure that food items are prepared, served and stored properly.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Meet schedules and time lines.

Understand and follow written or oral directions.

Maintain records related to work performed.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in the operation of school cafeterias and preparing and serving food.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver=s license.

Possession of, or ability to obtain, a valid California Sanitation Certificate.

Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, push and pull. |
| <u>3</u> | g. | Ability to stir. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to reach in all directions. |

HAZARDS:

Heat from ovens.
Working around knives, slicers or other sharp objects.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare and serve hot and cold menu items to students and staff at an assigned campus; maintain the kitchen and food service areas in a safe, clean and orderly condition.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties. The Food Service Assistant III classification performs cashiering and cash management duties in addition to performing responsible food service preparation and service activities. Incumbents serve as leads, training and assigning work to students assistants and staff. The Food Service Assistant I classification performs routine food service activities at an assigned site. Incumbents prepare and serve food from a snack cart and perform basic cashiering duties.

REPRESENTATIVE DUTIES:

Prepare and serve hot and cold menu items to students and staff at an assigned school; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations. *E*

Prepare hot and cold beverages including coffee, tea and juice; prepare frozen foods from freezer; fry and serve frozen foods including burritos, fries and onion rings; cut carrots, celery and other vegetables as required. *E*

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items as assigned; set-up, count, stock and serve milk; check expiration dates and discard containers as needed; monitor temperature of freezers and refrigerators. *E*

Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed. *E*

Perform general cleaning duties such as mopping, sweeping, emptying trash receptacles, monitor and replenish stock levels of condiments, utensils and dishes; set up staff dining area. *E*

Estimate food and supplies needed for operation; stock food supplies according to established procedures; assist with the storage of food supplies and leftover items; assist with periodic inventories as assigned; maintain related records. *E*

Operate a variety of equipment and machines used in a school cafeteria; operate a cash register; perform cashiering duties; maintain records of meals and beverages served and monies collected. *E*

Train new food service employees and student workers as assigned.

Assist with food preparation and service at special events as assigned.

Answer phones; take and relay messages to staff as appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation practices related to preparing, handling and serving food.

Basic math and cashiering skills.

Basic record-keeping techniques.

Operation of food service equipment and a cash register.

Rules and regulations pertaining to health and safety in the cafeteria.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Basic food preparation including washing, cutting and assembling food items and ingredients.

ABILITY TO:

Operate food service equipment safely and efficiently.

Maintain food service equipment and areas in a clean and sanitary condition.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Assure that food items are prepared, served and stored properly.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Meet schedules and time lines.

Understand and follow written or oral directions.

Maintain records related to work performed.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any Combination Equivalent To:

Graduation from high school and one year experience in the operation of preparing and/or serving food.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California Driver's License.

Possession of, or ability to obtain, a valid California Sanitation Certificate.

Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- | | | |
|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, push and pull. |
| <u>3</u> | g. | Ability to stir. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to reach in all directions. |

HAZARDS:

Heat from ovens.

Working around knives, slicers or other sharp objects.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled food production, preparation and service duties at an assigned campus; train and provide work direction to assigned student workers and staff; maintain the kitchen and food service areas in a safe, clean and orderly condition.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant III classification performs cashiering and cash management duties in addition to performing responsible food service preparation and service activities. Incumbents serve as leads, training and providing work direction to assigned students assistants and staff. The Food Service Assistant I classification performs routine food service activities at an assigned site. Incumbents prepare and serve food from a snack cart and perform basic cashiering duties. The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties.

REPRESENTATIVE DUTIES:

Monitor and participate in the preparation, production and serving of main dishes, bakery products and other large quantity dishes according to menu specifications; observe quality and quantity of food served according to established procedures; assure proper temperature of foods. *E*

Assure compliance with kitchen safety and sanitation regulations; maintain food quality standards including appearance and nutritional requirements; monitor and record temperature of freezers and refrigerators. *E*

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items; set-up, replenish and maintain cleanliness of salad bars as needed; monitor and replenish stock levels of condiments, utensils and dishes; fill ice machine, water container and soda dispensers. *E*

Operate a cash register, calculator and coin counting machine; perform cashiering duties; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected; collect cash drawers at end of shift; read register tapes and count cash drawers. *E*

Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed. *E*

Train and provide work direction to assigned food service employees and student workers; monitor the performance of staff in production, preparation and serving activities; prepare time sheets for student workers. *E*

Estimate and cost food and supplies needed for operation; receive, inspect, verify and accept delivery

of food and supplies; coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing foods. *E*

Prepare lunches and food carts for the child care centers; maintain related records. *E*

Inventory food supplies and equipment according to established procedures; maintain related records. *E*

Operate a variety of equipment and machines used in a school cafeteria. *E*

Assist with coordinating food service operations for catering, luncheons and other special events as assigned; drive a vehicle to transport food to outside events.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation and safety practices related to cooking and serving food.

Math and cashiering skills.

Record-keeping techniques.

Methods of preparing and serving food in large quantities.

Operation of food service equipment and a cash register.

Rules and regulations pertaining to health and safety in the cafeteria.

Interpersonal skills using tact, patience and courtesy.

Inventory methods and practices.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Nutritional requirements of school-aged children.

Oral and written communication skills.

ABILITY TO:

Operate food service equipment safely and efficiently.

Maintain food service equipment and areas in a clean and sanitary condition.

Prepare and serve food in accordance with health and sanitation regulations.

Prepare appetizing and nutritionally balanced meals.

Prepare and bake various bakery items such as bread, rolls, buns, cakes and cookies.

Assure that food items are prepared, served and stored properly.

Follow, adjust and extend recipes.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Assign and review the work of others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.
Understand and follow written or oral directions.
Maintain records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in the operation of school cafeterias and preparing and serving food.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver=s license.
Possession of, or ability to obtain, a valid California Sanitation Certificate.
Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, push and pull. |
| <u>3</u> | g. | Ability to stir. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to reach in all directions. |

HAZARDS:

Heat from ovens.
Working around knives, slicers or other sharp objects.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled food production, preparation and service duties at an assigned campus; train and provide work direction to assigned student workers and staff; maintain the kitchen and food service areas in a safe, clean and orderly condition.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant III classification performs cashiering and cash management duties in addition to performing responsible food service preparation and service activities. Incumbents serve as leads, training and providing work direction to assigned students assistants and staff. The Food Service Assistant I classification performs routine food service activities at an assigned site. Incumbents prepare and serve food from a snack cart and perform basic cashiering duties. The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties.

REPRESENTATIVE DUTIES:

Monitor and participate in the preparation, production and serving of main dishes, bakery products and other large quantity dishes according to menu specifications; observe quality and quantity of food served according to established procedures; assure proper temperature of foods. *E*

Assure compliance with kitchen safety and sanitation regulations; maintain food quality standards including appearance and nutritional requirements; monitor and record temperature of freezers and refrigerators. *E*

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items; set-up, replenish and maintain cleanliness of salad bars as needed; monitor and replenish stock levels of condiments, utensils and dishes; fill ice machine, water container and soda dispensers. *E*

Operate a cash register, calculator and coin counting machine; perform cashiering duties; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected; collect cash drawers at end of shift; read register tapes and count cash drawers. *E*

Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed. *E*

Train and provide work direction to assigned food service employees and student workers; monitor the performance of staff in production, preparation and serving activities; prepare time sheets for student workers. *E*

Estimate and cost food and supplies needed for operation; receive, inspect, verify and accept delivery

of food and supplies; coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing foods. *E*

Prepare lunches and food carts for the child care centers; maintain related records. *E*

Inventory food supplies and equipment according to established procedures; maintain related records. *E*

Operate a variety of equipment and machines used in a school cafeteria. *E*

Assist with coordinating food service operations for catering, luncheons and other special events as assigned; drive a vehicle to transport food to outside events.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation and safety practices related to cooking and serving food.

Math and cashiering skills.

Record-keeping techniques.

Methods of preparing and serving food in large quantities.

Operation of food service equipment and a cash register.

Rules and regulations pertaining to health and safety in the cafeteria.

Interpersonal skills using tact, patience and courtesy.

Inventory methods and practices.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Nutritional requirements of school-aged children.

Oral and written communication skills.

ABILITY TO:

Operate food service equipment safely and efficiently.

Maintain food service equipment and areas in a clean and sanitary condition.

Prepare and serve food in accordance with health and sanitation regulations.

Prepare appetizing and nutritionally balanced meals.

Prepare and bake various bakery items such as bread, rolls, buns, cakes and cookies.

Assure that food items are prepared, served and stored properly.

Follow, adjust and extend recipes.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Assign and review the work of others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.
Understand and follow written or oral directions.
Maintain records.

EDUCATION AND EXPERIENCE:

Any Combination Equivalent To:

Graduation from high school and two years experience in the operation of preparing and/or serving food.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California Driver's License.
Possession of, or ability to obtain, a valid California Sanitation Certificate.
Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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- | | | |
|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, push and pull. |
| <u>3</u> | g. | Ability to stir. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to reach in all directions. |

HAZARDS:

Heat from ovens.

Working around knives, slicers or other sharp objects.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical financial aid duties including interviewing students and assist in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid program policies.

REPRESENTATIVE DUTIES:

Interview students for financial aid, veterans, work study and other program eligibility; review financial aid applications for federal and State financial assistance programs; package and determine award level in accordance with program requirements. *E*

Interpret financial aid procedures to community agencies, students and the general public; perform student financial aid needs analysis and student financial aid packaging. *E*

Maintain contact with a variety of agencies including federal and state financial assistance agencies, private scholarship organizations and lending institutions that participate in financial aid programs. *E*

Implement policies and procedures for federal, State and local student loan, scholarship and grant programs. *E*

Oversee grant programs on a campus; award, disburse and reconcile program funds based on established program guidelines; assure proper steps and analyses are performed and documented for each student. *E*

Participate in obtaining job placements for work study students; assure that students fill out the proper employment forms; collect time cards from students; monitor the number of hours worked by students. *E*

Inform students of approval or denial of financial aid appeals; inform students when placed on probation or suspension, or if they have been terminated from a financial aid program. *E*

Create and maintain financial aid recipient files; maintain financial aid records and prepare financial aid reports for various grant and loan disbursements; revise budgets and awards as necessary to prevent over spending of awards. *E*

Conduct financial aid workshops for high school students and their parents at various high schools. *E*

Set schedule and participate in a variety of meetings including the financial aid committee and scholarship committee. *E*

Assist in the planning, prioritizing and directing the work of clerical and student financial aid staff.

Assist veterans in the completion of veterans assistance forms; contact government agencies to obtain information regarding the status of benefits applications.

Attend training workshops on financial aid programs as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and State rules and regulations pertaining to the financial aid application process and eligibility.

Requirements of various scholarships, grants, loans and awards.

Work study, job placement programs, veterans, scholarships and other related programs.

Financial aid application procedures.

Principles of providing work direction and guidance.

Business letter writing and basic report preparation.

Modern office procedures, methods and computer equipment.

Basic arithmetic.

Financial aid computer software.

ABILITY TO:

Interpret and apply federal and state rules and regulations pertaining to the financial aid application process and eligibility.

Explain various scholarships, grants, loans and awards and the requirements of various financial aid programs.

Interview, screen and place students in work study and job placement programs.

Maintain accurate and complete files and records.

Provide work direction and guidance and train technical, clerical and student assistants.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and applicable software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in business administration, social sciences or a related field and two years of increasingly responsible experience in a college financial aid office.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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- | | | |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical financial aid duties including interviewing students and assist in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid program policies.

REPRESENTATIVE DUTIES:

Interview students for financial aid, veterans, work study and other program eligibility; review financial aid applications for federal and State financial assistance programs; package and determine award level in accordance with program requirements. *E*

Interpret financial aid procedures to community agencies, students and the general public; perform student financial aid needs analysis and student financial aid packaging. *E*

Maintain contact with a variety of agencies including federal and state financial assistance agencies, private scholarship organizations and lending institutions that participate in financial aid programs. *E*

Implement policies and procedures for federal, State and local student loan, scholarship and grant programs. *E*

Oversee grant programs on a campus; award, disburse and reconcile program funds based on established program guidelines; assure proper steps and analyses are performed and documented for each student. *E*

Participate in obtaining job placements for work study students; assure that students fill out the proper employment forms; collect time cards from students; monitor the number of hours worked by students. *E*

Inform students of approval or denial of financial aid appeals; inform students when placed on probation or suspension, or if they have been terminated from a financial aid program. *E*

Create and maintain financial aid recipient files; maintain financial aid records and prepare financial aid reports for various grant and loan disbursements; revise budgets and awards as necessary to prevent over spending of awards. *E*

Conduct financial aid workshops for high school students and their parents at various high schools. *E*

Set schedule and participate in a variety of meetings including the financial aid committee and scholarship committee. *E*

Assist in the planning, prioritizing and directing the work of clerical and student financial aid staff.

Assist veterans in the completion of veterans assistance forms; contact government agencies to obtain information regarding the status of benefits applications.

Attend training workshops on financial aid programs as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and State rules and regulations pertaining to the financial aid application process and eligibility.

Requirements of various scholarships, grants, loans and awards.

Work study, job placement programs, veterans, scholarships and other related programs.

Financial aid application procedures.

Principles of providing work direction and guidance.

Business letter writing and basic report preparation.

Modern office procedures, methods and computer equipment.

Basic arithmetic.

Financial aid computer software.

ABILITY TO:

Interpret and apply federal and state rules and regulations pertaining to the financial aid application process and eligibility.

Explain various scholarships, grants, loans and awards and the requirements of various financial aid programs.

Interview, screen and place students in work study and job placement programs.

Maintain accurate and complete files and records.

Provide work direction and guidance and train technical, clerical and student assistants.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and applicable software.

EDUCATION AND EXPERIENCE:

Any Combination Equivalent To:

Associate degree in business administration, social sciences or a related field **AND** two years of increasingly responsible experience in financial and/or budget data.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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- | | | |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.