



- Monitors, maintains and audits daily food sales transactions
- Monitors, maintains and audits the timely submittal of logs, reports, and daily paperwork by department staff and other outside agencies
- Compiles monthly reports for the Food Services program
- Monitors and audits school meal production records
- Contacts schools and/or staff to discuss and resolve financial records, transactions, and discrepancies
- Prepares, schedules and take minutes of food service meetings and in-service trainings
- Maintains a log of equipment service requests/repairs
- Maintains records of food service equipment preventative maintenance schedules
- Maintains and updates the department website and display boards
- Maintains and updates the food services recipe and nutritional database
- Assists parents with food service account questions
- Other related work as assigned

QUALIFICATIONS

Knowledge of:

- Methods and practices of general office operations, including accounting, filing, and record keeping
- Software applications such as Excel, Word, and other database programs
- Inventory methods and procedures
- Child nutrition methods and terminology
- National School Meal Programs
- Laws and regulations governing school accounting and food service procurement
- Safe work and food handling practices
- Food Safety Certification desirable

Ability to:

- Understand and carry out oral and written instruction/direction
- Compile and maintain accurate and complete records and reports
- Read and understand accounting records and financial reports
- Operate office equipment such as computers and copiers
- Communicate with students, staff, and parents
- Establish and maintain cooperative and effective working relationships with staff, vendors, and the general public
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport
- Work quickly and efficiently
- Prioritize work to meet deadlines

Skill in:

- Proficiency in software applications such as Excel, Word, and other database programs
- Use of computerized point of sale for meal service, prepayments and preparation of meal accountability reports
- Safe money handling procedures
- Record keeping and inventory management
- Compiling reports and databases
- General office and clerical work

OTHER REQUIREMENTS

The Physical abilities required of this classification may include the following:

- Physical ability to stand on feet or sit for extended periods of time
- Physical ability to lift and move of objects weighing as much as 35 pounds
- Vision sufficient to read and evaluate reports, computer screens and read point-of-sale terminal displays
- Speech and hearing sufficient to receive instructions and relay information
- Possession of a high school diploma required
- Possession of an associate's degree in a related field or two years of work experience in a similar role required