

Food Service Account Clerk*Classified Position - 7205*

<u>Salary</u> Category 2 per Salary Schedule	<u>Days</u> Per Contract (240 days)	<u>Reports to:</u> Director of Child Nutrition
<u>Revised</u> November 7, 2016	<u>School Assignment</u> Central Office	<u>Working Times</u> Central Office Operating Times

SCOPE OF RESPONSIBILITIES

Perform advanced level secretarial and administrative support duties requiring independent judgment and analysis for Director of Child Nutrition for a year round food service operation (including the SBP, NSLP, ASCP, SFSP); plan, organize and coordinate activities and communications to assist the Director of routine clerical and administrative details

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Serve as secretary to the Director of Child Nutrition; plan, organize and coordinate activities to relieve the administrator of routine clerical details
2. Schedule meetings, conferences and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange travel accommodations as necessary
3. Receive, open and screen incoming mail and independently compose replies according to established procedures
4. Screen callers and visitors, including students, teachers, administrators, parents, vendors and the public; provide information or direct to appropriate personnel; provide detailed and technical information concerning confidential or sensitive issues, District policies, procedures and established regulations
5. Coordinate communications between the food service office, District personnel, vendors, other outside organizations and the public; obtain and provide information; type memos, bulletins, letters and notices; update web page as necessary
6. Assist, review and prepare a variety of materials and documents including requisitions, forms, letters, special projects, legal documents and other materials
7. Maintain a variety of complex personnel records, time sheets, lists, Professional Standards, files and records, including confidential materials
8. Assist, review and prepare a variety of financial documents, invoices, inventory records and statistics; enter data into computer to charge appropriate accounts; requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed
9. Process and prepare deposits/credits/charges for funds received for the food service department
10. Research, assist and compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures
11. Establish, modify and maintain a variety of records, logs and files including information of a confidential nature into filing systems
12. Receive and update student information involving food service operations
13. Update the POS system and other programs involving food service operations
14. Order supplies and materials to support office/kitchen operations. Transfer items from the central office to schools or from school to school as necessary
15. Prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft

16. Research and compile information and compute statistical data for federal, State and District reports, annual District audit, grants and special projects as assigned
17. Complete required inspections/reviews in schools as necessary
18. Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.
19. Utilize technology as appropriate in job function; operate a variety of office equipment such as phones, computer terminal, FAX machine, copier, calculator, etc. as necessary
20. Train and provide work direction to other clerical personnel or food service employees as necessary
21. Maintain regular and predictable attendance
22. Adhere to the professional code of ethics and confidentiality
23. Perform any other duties assigned by the Director of Child Nutrition

KNOWLEDGE / ABILITIES / PHYSICAL DEMANDS

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Operation of a computer terminal and data entry techniques
- Software applications used by the District, including word processing and spreadsheets
- Financial and statistical record-keeping techniques
- Basic budget monitoring and control
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- USDA, KDE and KDA regulations in regards to food service programs operated by the District

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details
- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Compose independently or from oral instructions letters, memos, bulletins or other material
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Report to work punctually

PHYSICAL DEMANDS

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking	X			
Sitting				X
Handle/Finger/Feel				X
Reach/Push/Pull	X			
Bend/Stoop/Crouch	X			
Kneel/Crawl	X			
Climb/Balance	X			
Lift/Carry (Check Frequency)				
Up to 10 lbs.	X			
Up to 20 lbs.	X			
Up to 50 lbs.	X			
Up to 100 lbs.	X			
Over 100 lbs.	X			

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.B.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Two years of increasingly responsible secretarial and clerical experience
3. Completion of district required staff trainings

DESIRED QUALIFICATIONS

1. Knowledge of USDA regulations in regards to school food service operations
2. Food service experience in a school or health care setting
3. Knowledge of Infinite Campus
4. Basic knowledge of USDA nutritional requirements

CONTINUING EDUCATION

1. Completion of district required staff trainings annually
2. Six (6) hours of continuing education annually to meet USDA Professional Standards requirements
3. Attendance and participation in meetings and in services