

Food Services and Child Nutrition Specialist

Reports to: Supervisor of Secondary Education and Food Services

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible technical and skilled clerical work to provide detailed financial oversight and budget preparation of the Child Nutrition Program (CNP); does related work as required

ESSENTIAL FUNCTIONS:

- Assist Supervisor of Food Services with preparation of annual budget; administers CNP operational budget; keeps Supervisor of Food Services informed of status of accounts and irregularities;
- Work independently on complex products including preparation of budget and reports, administration of accounting system;
- Code, copy and submit bills to Accounting for payment;
- Monitor fund balance in accounts that cross fiscal years;
- Utilize accounting software, Microsoft Excel, Cafe Enterprise software to maintain and reconcile department accounts;
- Create and maintain detailed reports, spreadsheets or formulas for tracking and reconciliation of accounts payable and receivable and monthly profit/loss report;
- Work with auditing staff as required; Prepares and makes bank deposits as needed;
- Reconciles sales activity with the bank deposits;
- Assist in bid process for milk, bread, and grease traps;
- Reconciles state and federal reimbursements to National School Meal Program (NSMP) claims;
- Prepares monthly financial reports;
- Monitors the department's compliance with County budget and accounting policies and procedures;
- Handles purchase orders/requisitions, receiving reports;
- Runs reports for Café Pre-pay;
- Manage yearly process of verification of cafeteria lunch applications;
- Set monthly menus;
- Put monthly invoices together for School Board to review;
- Place weekly food orders;
- Coordinate USDA deliveries;
- Attend meetings as needed;

- Manage employee identifications;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws and regulations pertaining to school division accounting policies; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to establish and maintain effective working relationships with school officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices and procedures and clerical and secretarial experience.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance, reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.