

TITLE: Department Support – Food Service

DEPARTMENT: Food Services

REPORTS TO: Director of Food Services

POSITION SUMMARY: The job of Department Support - Food Service is done for the purpose/s of providing secretarial support to the Director of Food Services and the Department; ensuring compliance of with the National School Free & Reduced Lunch Program; ensuring records are within the financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

ESSENTIAL FUNCTIONS:

- Maintains a wide variety of documents, files and records (e.g. Free & Reduced Lunch Program, inventory of USDA commodity food items, confidential free & reduced lunch student records, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Performs annual verification of free & reduced lunch applications for the purpose of verifying eligibility in compliance with state and federal requirements.
- Prepares a wide variety of reports and documents (e.g. purchase orders, work orders, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. food service merchandise invoices, parent generated applications for free & reduced lunch program, assigns budget numbers, etc.) for the purpose of disseminating information to appropriate parties.
- Provides software support/troubleshooting to kitchen staff for the purpose of assisting them in the operation of the Computer Assisted Food Service (CAFS) software.
- Reconciles various items (e.g. merchandise pricing discrepancies, applications, etc.) for the purpose of ensuring accuracy of data, documenting activities, and providing written reference.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator and Department for the purpose of providing assistance with administrative functions and back-up to Food Services Secretary
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software; business telephone etiquette; and common office machine.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different

processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date