

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Food Service Specialist **DEPARTMENT:** Finance and Operations
Food Services

REPORTS TO: Director of Food Services

POSITION SUMMARY: The job of Food Service Specialist is done for the purpose/s of providing administrative and secretarial support to the Director of Food Services, and the Department, ensuring compliance of Department records with financial, legal and administrative requirements; monitoring assigned projects and/or program components.

ESSENTIAL FUNCTIONS:

- Assisting other personnel may be required (e.g. assisting Food Service supervisors with record keeping and clerical functions, meeting with food vendors) for the purpose of supporting them in the completion of their work activities.
- Compiles a wide variety of financial reports (e.g. food/supply orders, catering invoices, reimbursement reports, monthly payroll, bank statement reconciliation, commodity inventory and usage, etc.) for the purpose of ensuring accuracy of information and complying with established financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. maintenance work order, delivery schedules, staffing/substitutes, meetings with cook managers, and food services vendors, etc.) for the purpose of delivering services in compliance with established guidelines.
- Informs personnel regarding various procedures and fiscal regulations for the purpose of ensuring compliance with defined requirements and federal /state statutes.
- Maintains a variety of fiscal information, files and records (e.g. accounts receivables, accounts payable, contacts, Food Service equipment inventory, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors hours assigned to Food Service personnel (e.g. schedules daily substitutes, staff time off,) for the purpose of maintaining accurate records of employee service.
- Monitors expenditures relating to food service equipment repair for the purpose of ensuring expenses are within budgetary limits and comply with mandated requirements.
- Prepares a variety of documents and reports, correspondence, files (e.g. distribution sheets for warehouse, monthly reimbursement claims, childcare inventory usage and billing, Headstart billing, equipment repair log, time sheets/payroll) for the purpose of providing written reference and /or conveying information.
- Recommends policies, procedures and/or actions on issues that relate to special requests (e.g. allergy questions, lunch accounts) for the purpose of providing background information and direction.
- Reconciles account balances (e.g. bank statements, petty cash and food rebates, SAC, Headstart, journal vouchers, food rebates, etc.) for the purpose of maintain account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of food invoices and/or documentation (e.g. discrepancies in food billing, policies, new food products, product availability, small kitchen ware, etc.) for the purpose of ensuring accuracy and compliance to mandatory requirements.
- Responds to inquiries regarding various procedures and requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established guidelines.
- 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, technical 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: administering policies and practices; applying pertinent codes policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; performing standard bookkeeping and a counting procedures; planning and managing projects; and preparing budgets and financial plans/reports.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of document, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with other in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined types and or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job including: adapting to changing work priorities; working with frequent interruptions; communication with diverse groups; being attentive to details; meeting deadlines and schedules' and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordination others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is preferable.

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