

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Assistant to Special Programs Accountant

(FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
 2. A minimum of three (3) years in food service management is **REQUIRED**.
 3. Food Service Manager evaluation: St. Tammany Parish Food Service evaluations will be considered.
 4. Program involvement: Consideration will also be given for innovative activities conducted by the applicants.
 5. Rapport: The assistant must be able to **WORK WITH** the Food Service Director, Principals, Food Service Managers and Food Service Technicians. She/he must use a **POSITIVE APPROACH** in working on a daily basis in the schools.

REPORTS TO: Director of Food Services

JOB GOAL: To provide program accountability regarding: free and reduced meal applications; meal edit checks; and meal components.

ESSENTIAL JOB FUNCTIONS:

1. Processes Free Lunch Applications at Central Office level; maintains file on all schools; updates monthly.
2. Processes Edit Check Data at Central Office level.
3. Coordinates food and supply product testing; updates food and supply specifications as needed.
4. Compiles monthly vendor evaluation forms.
5. Checks SFS6A against SFS6's and menu cycle for all schools monthly.
6. Assists Food Service Director with compilation of Food Production Schedules.
7. Checks monthly commodity and purchased food totals with all schools.
8. Checks products received at school sites against food and supply specification.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Other related duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Physical demands include standing, walking, sitting for prolong periods of time, bending, reaching, lifting items such as file folders, etc.

TERMS OF EMPLOYMENT: 8 hours per day; salary in accordance with current salary schedule for Assistant to Food Service Director. (Note: One step given for each year of Food Service Manager Experience), salary to be paid from Food Service Budget.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)