

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**PROGRAM MANAGER (FOOD AND NUTRITION SERVICES)**

**POSITION:** Program Manager (Food and Nutrition Services)

**REPORTS TO:** Director of Food and Nutrition Services

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This position is primarily responsible for providing management support for the Food and Nutrition Services Department of St. Mary's County Public Schools in the areas of purchasing, warehouse operations, and financial management and control. This includes compiling, verifying, recording, and reporting financial and related data in the central office for use by the Department of Fiscal Services and submission of reports to the Maryland State Department of Education. Work is subject to review through internal and external auditors.

**ESSENTIAL FUNCTIONS:**

- Compile weekly orders of food purchases from each school cafeteria and submits requisitions through an electronic ordering system. Reviews purchase requests to ensure proper amounts and types of food items are ordered that support the applicable week's menus.
- Maintain an accurate inventory of all items carried in the central warehouse using a database. Determines pricing of items carried in inventory according to established policies and procedures. Create invoices to support the requisition and delivery of items that will be issued from the central warehouse.
- Oversee the completion of the monthly and annual physical inventory of the central warehouse. Assist in the workflow of the warehouse in the absence of the warehouse manager.
- Develop and maintain product purchase and usage data of all items used by the school cafeterias using spreadsheets and databases to generate meaningful information for reporting and management decision making.
- Maintain a readily retrievable filing system of all applicable records in accordance with established policies and procedures. Prepare, maintain and calculate billings, purchase orders, invoices and other bookkeeping functions ensuring correct invoice pricing before payment is made.
- Perform other administrative tasks that may include document distribution and filing, document retrieval, and research and resolution of procurement problems.
- Reconcile monthly bank statements with deposit slips from each school cafeteria's daily deposit. Identify shortages and overages and investigate to determine if corrective action is needed.
- Identify, locate and ensure timely payment of all food vendors in compliance with district policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

- Maintains financial records for the department keeping totals for fund code balances.
- Enters financial data in computer to establish budgets, encumber expenditures, and expend funds.
- Analyzes data from requisitions, invoices, time sheets, and other reports for accuracy and completion prior to processing; matches and verifies data; reconciles bank statements to internal data.

- Communicates with vendors, budget holders, and others about payment of invoices and to communicate procedures.
- Notifies others of expenditures in accounts.
- Calculates and posts state and federal reimbursements or rebate applications due to each program.
- Deposits, posts, and codes cash receipts.
- Prepares expenditure reports for state, federal, and local requirements.
- Assists in making improvements in internal accounting procedures.
- Cafeteria managers send in weekly or bi-weekly food orders through the fax machine and through the internal mail system. Ensure that a requisition is received from each cafeteria in accordance with the delivery schedule. Review each order to determine if the requisition reflects the correct food items according to the published menus and in quantities that match each cafeteria's average requirement. Coordinate with cafeteria managers to resolve any suspected oversights, shortages, or unavailability of items requisitioned. Place each manager's order with the appropriate vendor utilizing an electronic ordering system. Create delivery tickets for items that will be issued from the central warehouse. Place requisitions in suspense file awaiting delivery of items ordered. Reconcile completed delivery tickets with requisitions in suspense file. Receive invoices from vendors, ensure pricing is in accordance with contracted terms, quantities are correct, and then certify for payment. File completed invoices in accordance with established policy and procedures.
- Receive the monthly bank statement of account activities from the bank. Reconcile the daily deposit slips received from each cafeteria during the applicable month with the bank statement. Determine if all bank deposits were made and ensure the bank credited the correct amounts. Investigate and resolve any suspected discrepancies working closely with cafeteria managers and the area Food Specialists. Document any unresolved discrepancies and report findings to the Supervisor of Food and Nutrition Services. File the reconciled bank statement in accordance with established policy and procedures.
- Performs other duties as assigned.

#### QUALIFICATIONS:

Graduation from high school with college level courses in accounting. Five years of experience of clerical accounting work in a food service environment. Other combinations of education and experience will be considered that would provide the following knowledge, skills, and abilities:

- Knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
- Knowledge of school division, accounting, and purchasing procedures, rules, and regulations;
- Intermediate ability in applying software skills in spreadsheet and word processing software applications;
- Ability to make arithmetical computations rapidly and accurately;
- Ability to maintain accounting records and to prepare reports from such records;
- Ability to establish and maintain effective working relationships with others; and
- Ability to communicate effectively, orally and in writing.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 21.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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