BUTLER COUNTY SCHOOLS

CHILD NUTRITION PROGRAM LEAD MANAGER/BOOKKEEPER

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school graduate or equivalent.
(2) Previous experience in food service field and management experience preferred.
(3) Experience in school lunchroom service or other volume feeding applications preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of management skills and techniques related to the position. Knowledge of finances and accounting and the ability to understand and plan accountable procedures. Ability to communicate and work with a diversity of groups and individuals. Ability to plan, direct, and oversee a program of food service which meets the nutrition needs of the students and staff.

REPORTS TO:

Child Nutrition Program Director

JOB GOAL

To assist CNP Director in the organization and administration of a food service program to system schools that provides for the nutritional needs of all students, meets all federal, state and system standards, and operates on a self-supporting basis.

SUPERVISES:

All Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- Performs all data entry functions relative to the operation of purchasing and accounts receivable and payables
- Processes purchase orders
- Serves as main support for questions concerning purchasing system
- Disburses all district purchase orders
- Completes invoice preparation
- Completes bid preparation
- Maintains payroll reconciliation
- Prepares and maintains all functions related to fixed assets
- Assists in answering telephones, responding to inquiries or routing calls to appropriate individuals.
- Administer all activities necessary to the operation and improvement of the system school food service program.
- Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food service program.
- Develop and implement a system for collecting, analyzing, comparing, and reporting costs on both an aggregate and unit basis for each program.
- Plan, promote, and organize training programs for personnel at all levels in the food service program.
- Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school of applicable findings.

- Develop and implement a program for the purchase of food and supplies for all operations within the food service program.
- Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
- Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- Recommend policies, procedures, and directions consistent with established plans.
- Interpret the food service program goals and activities to the public.
- Prepare or assist in the preparation of required system, state and federal reports.
- Oversee the process for determining free and reduced price meal eligibility.
- Keep Superintendent informed of potential problems or unusual events.
- Serve on system, state or community councils or committees as assigned or appropriate.
- Maintain expertise in assigned areas, including laws and rules as well as best practices.
- Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.
- Represent the system in a positive and professional manner.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- Develop annual goals and objectives consistent with and in support of system goals and priorities.
- Assist in implementing the system's goals and strategic commitment.
- Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- May be required to work beyond the 40-hour work week.
- Oversee proper meal counting and claiming.
- Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.