

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

Food Service Assistant/Bookkeeper*

QUALIFICATIONS:

1. High school diploma or equivalent
2. Three years clerical and computer use experience
3. Computer proficiency
4. Good physical health

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to responsibly perform secretarial duties. Broad knowledge of the organization, operation, program, and goals of the district. Working knowledge of basic office procedures and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling, business correspondence, and accounting. Ability to utilize computer for word processing and other specific programs. Ability to keep records and reference files to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality and to establish and maintain positive working relationships with others. Ability to make decisions.

REPORTS TO: FOOD SERVICE DIRECTOR

**JOB
GOAL**

. To perform a variety of secretarial, clerical, and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the district's food service operation.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Food Service Director in the smooth operation of the school food service program.
2. Answer telephone, route and make calls, record messages, answer questions,

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and provide information pertaining to the school food service program.

3. Prepare, type, and/or update a wide variety of records, reports, special projects, letters, and documents.
4. Perform clerical duties required by activities and functions of the food service program including preparing and sending correspondence, receiving, and routing incoming and outgoing mail, and workshop preparation.
5. Enter appropriate information into local, state, and federal databases according to program guidelines.
6. Create and maintain files, process, and maintain Free and Reduced-Price Applications, reports, forms, grants, records, guides, manuals, and other assigned projects.
7. Maintain calendar for scheduling appointments, interviews, deadlines, and arrangements for meetings.
8. Attend meetings, conferences, and trainings as needed.
9. Compile payroll reports, prepare personnel action requests, and maintain files.
10. Maintain current substitute file for food service applicants.
11. Perform the duties of bookkeeper as required, including but not limited to: bank statement reconciliation, processing purchase orders, accounts payable, and accounts receivable.
12. Receive all weekly and monthly reporting from schools and reconcile, prepare, and submit appropriate reports.
13. Arrange and supervise the delivery of commodities received from USDA.
14. Maintain accurate inventory of USDA donated commodities and prepare, reconcile, and submit appropriate reports.
15. Maintain accurate profit/loss statement as directed.
16. Review invoices for payment and prepare the required documentation for invoice approval.
17. Send monthly invoices to organizations on contract.
18. Prepare documents such as, but not limited to, purchase order requests,

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- workshop training records, project reports, and documents pursuant to department guidelines and requirements.
19. Assist in the preparation of materials, budgets, amendments, and other documents included in financial reports.
 20. Create marketing programs for each school.
 21. Maintain current information on all applicable policies and procedures.
 22. Distribute all incoming and outgoing mail.
 23. Post notices of importance and interest to personnel.
 24. Communicate effectively with the public, co-workers, school personnel, and administration.
 25. Respond to inquiries and concerns in a timely manner.
 26. Keep director informed of potential problems or unusual events.
 27. Demonstrate initiative in the performance of assigned responsibilities.
 28. Model and maintain high ethical standards.
 29. Follow attendance, punctuality, and proper dress guidelines.
 30. Participate in workshops and training sessions as requested.
 31. Arrange for proper storage of USDA donated commodities.
 32. Recommend equipment replacement and needs to the Director.
 33. Participate in in-service training sessions.
 34. Cooperate with the principal and school staff in promoting the school food and nutrition program.
 35. Maintain accurate personnel records for evaluation of employees.
 36. Monitor automated point of sale for accuracy and train employees accordingly.
 37. Report accidents or civil rights complaints to the Director immediately.
 38. Complete assignments with little or no supervision.
 39. Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
 40. Perform other duties as assigned by Supervisor and/or Superintendent.

APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 05/24/2023

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PHYSICAL REQUIREMENTS:

Light work: exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel)

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

Employee must be certified at Level 1 of the School Nutrition Association's certification program and maintain certification in order to be eligible for yearly employment. Certification must be completed by the end of fiscal year 2010 (June 30, 2010) and maintained each year thereafter. Six continuing education credits are required to maintain certification.

EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisor's Signature

Employee's Signature

Date

Date

May 24, 2023
FCSB Approval Date