

CENTRAL SCHOOL DISTRICT

Job Title: Nutrition Services Office Manager

Occupational Group: Food Service

Reports to: Director of Child Nutrition and Purchasing

Pay Range: 27

Date of Board Approval: 7/18/2021

Work Year: 12 months

DEFINITION

Under the direction of the Director of Child Nutrition and Purchasing, perform a variety of specialized and complex clerical, accounting and fiscal record management activities involving both manual and computer assisted record management systems; ensure accuracy and timeliness of all reports; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or its equivalent, supplemented by some college level course work in financial record keeping and computer operation.
- Valid California Driver's License and safe driving record.
- Serve Safe Certificate (to be obtained within twelve (12) months of employment)
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Experience:

- Three years of experience in general accounting/financial record keeping, or a combination of training or experience that would provide the desired knowledge and abilities.

Knowledge and Abilities:

Knowledge of:

Methods, procedures and terminology used in accounting, modern office practices, procedures and equipment; operation of a computer and data entry techniques; spreadsheet, word processing and data base software programs; laws, rules and regulations concerning accounting activities; preparation, review and control of assigned accounts; alpha and numeric filing systems; record keeping techniques; proper English usage, spelling, grammar and punctuation.

Ability to:

Effectively and efficiently perform complex clerical work; apply accounting principles to accurately maintain complex and specialized accounting records; prepare and maintain financial records and reports; make mathematical calculations with speed and accuracy; work independently with little direction; understand and follow oral and written directions; communicate effectively in oral and written form; ability to type accurately and proficiently; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday including staff, students and parents; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES —No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Maintain general ledger, journals and accounts for food service. **E**
2. Audit purchase requisitions for accuracy, completeness, availability of funds and authorized signatures. **E**

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Essential & representative Duties continued:

3. Perform all accounts payable functions for food service. **E**
4. Review all invoices, check price extensions, sales tax, check for required signatures of Food and Nutrition and Purchasing Director and person(s) receiving goods. **E**
5. Communicate with food service/business service vendors and food service staff; may order food, supplies and material, as well as provide information to resolve concerns, problems and questions regarding ordering, invoices or payments. **E**
6. Participate in budget planning and expenditure control procedures. **E**
7. Maintain records on budgets, inventory and other data required by the United States Department of Agriculture (USDA) and district policy. **E**
8. Prepare monthly trial balance and all financial statements for food service accounts. **E**
9. Maintain accurate inventory records, including tracking USDA food commodities diverted to outside processors and products stored at outside facilities. **E**
10. Audit daily sales reports, production sheets and related documents for accuracy and completeness. **E**
11. Coordinate the office of the Director of Child Nutrition and Purchasing, acting as a clerical support receptionist and office assistant to the Director, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling food service substitutes, appointments, conferences and meetings and a variety of other details. **E**
12. Provide information as necessary on the telephone or by personal contact with parents, staff or school personnel.
13. Maintain accurate and confidential records with respect to food service personnel. **E**
14. Review confidential Free and Reduced meal applications, including communicating with food service staff, and parents regarding status and problem resolution as needed. **E**
15. Assist the Director of Child Nutrition with preparing and maintaining the nutrient analysis database.
16. Provide sites with technical computer assistance including maintenance and tech requests.
17. Prepare monthly and year to date sales analysis reports.

WORKING CONDITIONS

Office environment: employee will occasionally perform duties at various district site locations; position requires working in an indoor and outdoor environment and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires heavy lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social behavior.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, climb stairs: physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.