

Job Title: CLERK, FOOD SERVICE BUDGET
Reports to: Director of Food Service
Dept./School: Food Service Department
Wage/Hour Status: Non-exempt
Date Revised: December 17, 2018

Primary Purpose

Supervise the work of cafeteria computer clerks. Assist the Director of Food Services with the Food Service budget preparation. Assure that all students in the district who apply for National School Lunch and Breakfast have a complete application and are correctly categorized. Assure that all Food Service Department paper work and office work is carried out.

QUALIFICATIONS

Education/Certification

High School or GED/Some College Accounting Preferred

Special Knowledge/Skills

Proficient in typing/word processing (minimum 35 WPM)

Computer skills to include, but not limited to network systems, desktop publishing, word processing skills, Windows, Excel

Good communication skills

Knowledge of National School Lunch and Breakfast program regulations and guidelines

Experience

Three years experience in institutional food service operations, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Cafeteria Management

1. Supervise cashiers and implement National School Lunch and Breakfast Program regulations and guidelines.
2. Train cashiers on computer program.
3. Develop work skills and team work.
4. Audit cashiers daily work; cash deposits, accurate count on free and reduced lunch applicants, assist in reading computer reports, report discrepancies to Director.

Policy, Reports, and Law

5. Review applications for free and reduced-price meals for National School Lunch and Breakfast Program for eligibility, verifying and receiving lunch applications in order to assist with this processing.
6. Assist in the preparation and implementation of food service budget including Federal and local revenues and all expenditures.
7. Prepare budget amendments and revisions. Type purchase requisitions, memos and reports.

- 8. Assist in preparing monthly meal cost and profit and loss reports.
- 9. Prepare an annual budget analysis on each cafeteria to determine profit or loss for current year and compare to previous year.
- 10. Prepare annual certification of meal cost report for TEA, mandatory for severe need assistance schools.
- 11. Prepare deposits for all federal and local monies accrued to Food Service.

Other

- 12. Follows established Food Service Standard Operating Procedures.
- 13. Perform other duties assigned by supervisor.
- 14. Maintain confidentiality of information.

EQUIPMENT USED

Computer, Point of Sale computer, calculator, copying machine, FAX

WORKING CONDITIONS

Mental Conditions/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, moderate lifting (25 lbs.) and carrying; some stooping, bending, and kneeling.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____