

Job Title: CLERK, FOOD SERVICE BUDGET
Reports to: Director of Food Service (FSMC)
Dept./School: Food Service Department
Wage/Hour Status: Non-exempt
Date Revised: June 19, 2023

Primary Purpose

Monitor the work of cafeteria computer clerks. Assist the Director of Food Services (FSMC) 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)

Ability to use personal computer and software to develop spreadsheets and database, Food Service software/hardware

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. Monitor cashiers and implement National School Lunch and Breakfast Program regulations and guidelines.
2. Fulfil Office Supply Orders from the cafeterias.

Policy, Law and Compliance

3. 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.
4. Prepare, review and submit application packets for all sites and meal periods for all district food service programs.
5. Responsible for all required reports and documentation that are due to federal and state agencies and to ensure they are submitted in a timely manner. For example, Annual Financial report, CEP report, Adult Meal Price Calculator, Paid Lunch Equity Tool Report are just a few examples of what is required.
6. Upload the DC report in a timely manner twice a month when released in the first week.
7. Generate and reconcile the Address Verification Report as needed
8. Audit and reconcile food service code for special provision students, such as migrant, headstart, etc.

Financial

- 9. Prepare deposits for all federal and local monies accrued to Food Service.
- 10. Assist in the preparation and implementation of food service budget including Federal and local revenues and all expenditures.
- 11. Ensure all claims for meals are completed.
- 12. Prepare budget amendments and revisions. Type purchase requisitions, memos and reports.
- 13. Prepare and receive all purchase orders for the food service department in a timely manner.

Other

- 14. Follow established Food Service Standard Operating Procedures.
- 15. Perform other duties assigned by Director of Food Service (FSMC).
- 16. Maintain confidentiality of information.
- 17. Maintain proper standards of professional conduct and appearance.

EQUIPMENT USED

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

WORKING CONDITIONS

Mental Conditions/Physical Demands/Environmental Factors

Must be in good physical condition and able to meet the physical and mental demands of the job. Maintain emotional control under stress. Frequent standing, walking, pushing and reaching, moderate lifting 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:** _____