

Magnolia School District

FOOD SERVICE SPECIALIST III

DEFINITION

Under the supervision of the Director of Food Services, performs a wide variety of technical and complex clerical, accounting, and procurement functions work. Performs complex and technical duties for the Food Services Department such as preparation of bid and purchase order forms, Child and Adult Care Food Program (CACFP) National School Lunch Program (NSLP) and Especially Need Breakfast Program (ENBP), the pricing and ordering of equipment, supplies and food. Performs other related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Assists in development of the annual budget for the Food Service Program;
- Works with site Food Service Managers in resolving delivery issues;
- Records expenses and revenues;
- Performs a variety of procurement related functions for Food Services equipment, supplies, and food including: preparing bidding packages, reviewing bids and required documentation, recommending vendors, preparing Board documentation for review, and maintaining required documentation;
- Evaluates order and bid documentation for the purpose of ensuring proper use of Food Services funds in the acquisition of equipment, supplies, and/or food;
- Assists auditors in providing requested information for the purpose of providing necessary information for completion of audits;
- Maintains a variety of alphabetical, numerical, and subject matter files and records;
- Researches discrepancies, contacts and works with vendors to resolve procurement issues, as necessary;
- Responds to requests for procurement-related information in a timely manner;
- Coordinates and assigns work flow of the Food Service Department;
- Works with accounts payable;
- Maintains contact with cafeteria managers in the district to collect and distribute a variety of materials;
- Attends meetings, seminars and conferences applicable to job requirements;
- Assists with all financial transactions in the Food Service Department's computer for all financial activities;
- Maintains various fiscal information, files, menu analysis for NSLP, CACFP, ENBP requirements and records for the purpose of providing an up-to-date reference and audit information for compliance.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques, letter/report writing, and correct English usage, grammar, spelling, vocabulary and punctuation;
- Policies, procedures and governance of Food Services practices;
- Automated record storage, retrieval and management systems;
- Interpersonal skills using tact, patience and courtesy;
- Operational procedures, policies, rules and regulations specific to food services;
- Current District technology and software.

Ability to:

- Learn the procedures and routines of an assigned office;
- Word processes from clear copy at the rate of 30-40 words per minute;
- Perform clerical duties such as filing, duplicating, word processing, and maintaining simple records;
- Use of current district office technology and software;
- Make simple arithmetic calculations quickly and accurately;
- Understand and follow both oral and written directions;
- Meet schedules and timelines;
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

Experience

- Two years of successful clerical experience in food service.

Education

- High school diploma or equivalent.
- Supplemental courses in computer usage, accounting, and the procurement process would be desirable.
- Pass a rigorous District test related to the field applied.
- Post-secondary Education – Preferred.

DESIRABLE QUALIFICATIONS

- Successful clerical experience in an office environment.
- A background of working with the public;
- Knowledge of District policies.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in an office. The employee's primary responsibility is working with staff. This position may involve frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an office environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods;
- Other locations may be mostly standing and moving from computer to computer;
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, and the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 34

Revised: 02/2018

Board Approved: 06/23/2016, 04/2018

EQUAL OPPORTUNITY EMPLOYER
