

# *Magnolia School District*

## **FOOD SERVICE SPECIALIST II**

### **DEFINITION**

Under the supervision of the Director of Food Service, performs a variety of technical and complex clerical tasks. Processes, maintains, verifies and manages all federal/state free and reduced price meal applications and/or Provision 2 Community Eligibility Program (CEP) in accordance with policies and procedures pertaining to the National School Lunch Program, Especially Needy Breakfast Program (ENBP), After School Snack Program, and Child and Adult Care Food Program (CACFP); 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.

- Monitors daily sales records and financial practices for accuracy;
- Attends meetings, seminars, and conferences applicable to job requirements;
- Assists and assures compliance with National School Lunch Program, Especially Needy Breakfast Program (ENBP) and After School Snack Program; Child and Adult Care Food Program (CACFP);
- Prepares monthly invoices for payment, assists with preparation of timesheets;
- Answers technical questions concerning the free and reduced lunch applications;
- Works with vendors to correct billing discrepancies;
- Processes incoming and out going mail;
- Organizes and coordinates the preparation of documents and records, that may include rough draft forms, bulletins, questionnaires, requisitions, and a variety of other material;
- Reconciles Food Service bank statements with point of sale. Monitors checking account balance and financial activity for the purpose of ensuring that allocations are accurate;
- Inventories and orders office supplies for cafeteria sites and Food Service Office;
- Works with sites to get all paperwork processed and verified for the Monthly Claim;
- Schedules appointments and receives visitors;
- Maintains contact with school and cafeteria managers in the district to collect and distribute a variety of Food Service related material;
- Assists in the orientation and training of other personnel;
- Use of current District technology and software;
- 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 service practice;
- Automated record storage, retrieval and management systems;
- Interpersonal skills using tact, patience and courtesy;
- Operational procedures, policies, rules and regulations specific to the assignment;
- 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 40 words per minute;
- Perform clerical duties such as filing, duplicating, word processing and maintaining simple records;
- Use 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 and word processing.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

**DESIRABLE QUALIFICATIONS**

- Successful clerical experience in an office environment.
- Background in 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 33

Revised: 6/19/14, 02/2018

Approved: 9/22/11; 04/2017, 04/2018

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*EQUAL OPPORTUNITY EMPLOYER*

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