

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: FOOD SERVICES ADMINISTRATIVE ASSISTANT

EMPLOYEE CLASSIFICATION: Non-Exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Knowledge of federal, state, and local lunch program regulations
- Knowledge of sanitation and safety regulations
- At least 2 years experience in a school cafeteria, including 1 year in the processing of National School Lunch Program applications
- Computer skills (Word Processing, Data Entry, Spreadsheets) preferred
- Demonstrated communications and public relations skills

OVERVIEW OF JOB DESCRIPTION:

- To assist the Food Services Director with record keeping tasks.
- To assist with the management and processing of free and reduced lunch forms in compliance with the National School Lunch Program meeting all the requirements of federal, state, and local requirements.
- To process all commodity and non-commodity food orders.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Follows federal and state guidelines for proper accounting of all money.
3. Submits monthly site claims to Arizona Department of Education.
4. Orders all commodities and obtains high use of commodity products.
5. Maintains a required system of accountability (inventories, menu book, lunch applications forms and reporting).
6. Assures that sanitation and safety in all areas of the school food service operation meets regulations.
7. Prepares daily bank deposit and submitted required paperwork to District Office.
8. Relates to and communicates positively with kitchen staff, supervisor, school staff, students, and parents.
9. Protects the identity of students receiving free and reduced meals.
10. Maintains professional growth through staff development education or self-selected professional growth programs.
11. Performs other duties including clerical duties as assigned.
12. Completes outside projects as assigned by the Director of Food Services and/or District Business Manager.
13. Performs other job related duties as assigned.

REPORTS TO: Director of Food Services, Business Manager, Superintendent

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.