



Office Asst 2 / K-12 Nutrition

Purpose Statement

The job of Office Asst 2 / K-12 Nutrition is done for the purpose/s of providing support to the food service program at assigned location with specific responsibilities for processing daily meal transactions; balancing accounts and depositing funds utilizing established accounting practices; reviewing Free and Reduced Program applications; and, when time permits, assisting other office personnel with secretarial and clerical support.

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collects payments for food items from students and staff (e.g. cash, ID scan, payment tickets, NSF checks, etc.) for the purpose of completing transactions and/or securing funds for food selection.

Deposits child nutrition payments daily for the purpose of ensuring an accurate and secure financial accounting of funds.

Maintains additional monthly claim supporting documents (e.g. attendance factor, etc.) for the purpose of ensuring edit checks and internal controls for daily counts by category (F/R/P) do not exceed the number of students eligible.

Maintains documentation of financial records (e.g. monthly records and receipts, etc.) for the purpose of complying with district guidelines and procedures.

Monitors students' food choices for the purpose of ensuring compliance with established governmental, financial and student nutrition guidelines.

Prepares sales transaction documents (e.g. daily cash receipts; record breakfast and lunch counts, etc.) for the purpose of providing written support and/or conveying information.

Processes documents (e.g. applications for free and reduced meals, etc.) for the purpose of disseminating information in compliance with established federal guidelines.

Processes daily transaction data (e.g. free and reduced meal status, sales transactions, etc.) for the purpose of documenting activities, maintaining accurate account balances, and/or conveying information.

Reconciles daily cash and credit receipts to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.

Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals and food items, account balances, etc.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: adhering to safety practices; preparing and maintaining accurate records; operating standard office equipment; type minimum of 40 wpm; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; multi-tasking; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2