

Vail School District Job Description

Job Title: Food Service Specialist
Department: Business Support Services
Reports To: Director of Finance
FLSA Status: Non-exempt
Classification: Level 13
Approved: May 15, 2018

SUMMARY: Processes and maintains various food service transactions in accordance with the National School Lunch Program (NSLP), United States Department of Agriculture (USDA) and Arizona Department of Education (ADE), and Governing Board policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Performs a variety of financial activities related to the accurate processing of payments and adjustments to student school meal accounts, collect on negative balance accounts, reconcile daily deposits and submit the monthly reimbursement claims to ADE.

Reviews and processes Free and Reduced applications, status changes, run direct certification matches with Arizona Department of Economic Security (DES), coordinate benefits for students who qualify for McKinney-Vento Homeless Assistance and work with administration on requests for administrative approvals and verifying students who qualify for benefits from other programs. Maintains manual and computerized records and files of applications and application status in accordance with federal regulations.

Reconciles meal accounting program data with the District student information system and ADE to ensure proper reporting of free and reduced benefits for various programs to include Title I.

Follows local, state and federal procurement rules and regulations required for purchases of items for the Child Nutrition Program.

Conducts and documents on-site monitor reviews, at least twice per school year, to ensure compliance of all program rules and regulations associated with the meal counting and claiming system at each school cafeteria. Communicate concerns with administration. Attend various school events to promote the NSLP.

Conducts annual application verification review and prepares all documentation for administrative reviews from ADE. Assists program applicants (parents and/or guardians) with application and verification processes.

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Attends all required trainings as identified by ADE and trainings as requested for professional development.

Communicates with administrators, food service staff, parents and outside agencies for the purpose of exchanging information and resolving concerns related to the NSLP. Answers applicant's questions, such as about program availability and eligibility status.

Responds to inquiries (verbal and written) from a variety of sources (e.g. District employees, vendors, auditors, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform duties.

Serves on committees, projects as requested.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree, (GED). Two (2) years automated bookkeeping records, automated records system and banking experience, preferably in the public sector. Knowledge of principles and practices of accounting preferred. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience may be acceptable at the discretion of the Director of Finance.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional student or parent situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Arizona driver's license and appropriate automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between school sites and the district office. Travel is occasional in the local area with infrequent trips within the state.