

SCHOOL DISTRICT OF DIXIE COUNTY**JOB DESCRIPTION****DISTRICT BOOKKEEPER – Food Service****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in bookkeeping/accounting required.
- (3) Experience in school food service, preferably in Dixie District Schools.
- (4) Typing and other clerical skills.
- (5) Computer proficiency.
- (6) School Food Service certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principals and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgements. Knowledge of federal, state, and local laws relating to School Food Service. Knowledge of the USDA school meal patterns. Knowledge and experience of the processes and procedures for school food service bids and purchasing. Knowledge and experience with school food service inventory processes and procedures. Good organization skills. Good basic math skills. Good oral and written communication skills. Adaptable to varied working environments, including school cafeterias. Ability to work with continuous interruptions. Ability to prepare meals using standard school receipts.

REPORTS TO:

Food Service Coordinator

JOB GOAL

The immediate goal for this job is to perform the duties of district food service bookkeeping. The ultimate goal is to prepare for assuming the position of food service manager whenever that position becomes available. The food service manager's position is 196 days instead of 250 days, and includes supervision of food service personnel.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Operate a calculator, copier, cash register, computer with required software programs, typewriter, printer, and telephone.
- (2) Process applications for free and reduced price meals, and input meal eligibility status and information into computer programs.
- (3) Maintain meal eligibility status system and files.
- (4) Verify free and reduced price meal applications according to federal law.

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SCHOOL-SITE BUDGET BOOKKEEPER (Continued)

- (5) Calculate quantities of commodity foods for distribution to schools and prepare list for schools.
- (6) Prepare mailings.
- (7) Input purchase requests.
- (8) Verify purchase order/requisition data with requisition verification report.
- (9) Correlate invoices, purchase order (BID) prices and receiving reports for payment.
- (10) Sort invoices by cost center prior to payments for cost analysis.
- (11) Contact vendors for prices.
- (12) Maintain purchase order file for Food Service.
- (13) Maintain Food Service cost report files.
- (14) Maintain computerized inventory system.
- (15) Monitor cost center production inventory items.
- (16) Monitor leave forms for accuracy and process for payment.
- (17) Maintain leave records for Food Service staff.
- (18) Verify payroll report accuracy.
- (19) Prepare BID and bid package for mailing.
- (20) Prepare BID review and selection to submit to School Board.
- (21) Maintain certification information and records.
- (22) Assist with the preparation of monthly and annual financial reports.
- (23) Provide technical assistance to schools and departments.
- (24) Maintain knowledge of current laws, regulations and principles in area of assignment.
- (25) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement Code 11