

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Administrative Assistant for Child Nutrition Department Position Description

**LOCATION:** Food Service Office

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 7

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Food Service Administrator

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Performs a variety of complex administrative duties and provides support to the administrative personnel, including state and federal reporting for the school district.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Receives, sorts and processes mail;
- Maintains confidential information of office related information;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by administration in accordance with the school/system policies and practices;
- Complies with and supports school and division regulations and policies;
- Answers correspondence as directed by supervisor;
- Provide SFSP and CACFP documentation as needed for administrative reviews as requested;
- Attend annual regional meetings;
- Submit technology and work orders as needed ;
- Sort, check, and file all monthly safety paperwork for each school;
- Compile monthly data for Meals Served Spreadsheet;
- Complete and submit annual Community Eligibility Provision (CEP) data to VDOE accurately according to their timeline and guidelines;
- Collect, prepare, and submit data for monthly reimbursement to VDOE for claimed meals;
- Complete and Submit Annual Application Packet for WCPS to VDOE according to their timeline and guidelines;
- Assist with week end and month end closing procedures, as needed, including entering and paying invoices, printing reports, and submitting scanned reports and invoices to Sodexo via email on a weekly basis;
- Maintain organized documentation of donations for meal accounts and the 50-50 Program;
- Manage negative meal account debt, including but not limited to assisting in coordinating annual Jeans Week Fundraisers at each school; contacting parent/guardian about negative meal accounts and offering all options to help with repayment;

- Manage all donations given to WCPS Child Nutrition Services Department to be used for meal accounts;
- Manage NSF checks procedures and notify parents/guardians of returned checks in a timely manner;
- Adjust meal accounts when necessary (due to meal account errors, NSF checks, etc.);
- Import student information from Café Enterprise into PowerSchool;
- Manage the free and reduced priced meal application process for the county, including but not limited to the following:
  - Ensure all meal applications (online and paper) are processed accurately and in a timely manner;
  - Coordinate the distribution of online and paper meal application information and printed meal application forms;
  - Participate in events pertinent to promoting meal application;
  - Maintain communication with parent/guardian regarding meal application issues;
  - Print and mail meal application result letters to parent/guardian in a timely manner;
  - File and maintain all meal application documents;
  - Establish procedure to monitor application status and to ensure pending applications are held and processed in a timely manner;
  - Conduct internal audit to identify errors (if any) and to make appropriate adjustment timely;
  - Protect the confidentiality of families who apply for the meal program;
  - Conduct annual meal application verification process according to VDOE timeline and guidelines;
  - Communicate with selected households to collect proper documents for proof of income;
  - Review, process, and conclude verification accurately and in a timely manner;
  - Conduct monthly download of state Direct Certification (DC) list from SNPWeb and perform monthly DC matched process;
  - Update monthly DC list and extend DC status to appropriate household members accurately and in a timely manner;
  - Print and mail DC letters in a timely manner;
  - Update Homeless, Foster, Migrant and Runaway list accurately and in a timely way;
  - Collaborate with Special Services Department to identify students at risk and/or who are homeless, foster, migrant, or runaway;
  - Communicate with local Department of Social Services to obtain SNAP case numbers for F&R application purposes, and to refer families in need for other helpful services;
  - Respond to F&R eligibility status inquiries from parents/guardians;
  - Communicate with other school food authorities to obtain and/or share new student's F&R eligibility determination (transfer eligibility when applicable);
  - Provide F&R eligibility status report to principals, administrators, and/or other authorized school personnel upon request;
  - Compile and provide F&R Carryover list to technology department for annual rollover to PowerSchool;
  - Provide F&R meal application documentation as needed for administrative reviews as requested;
  - Attend annual training meetings and webinars as necessary throughout the year;

#### Summer Food Service Program (SFSP)

- Prepare, complete, and submit annual application for the Summer Food Service Program (SFSP);
- Maintain positive working relationship with site contacts;
- Attend annual training webinars as necessary throughout the year;
- Conduct annual training of SFSP staff;
- Prepare all documentation for site staff ;

- Coordinate the most efficient routes for mobile sites;
- Assist in preparing program menus according to SFSP meal pattern guidelines;
- Assist in ensuring enough food is at the main site (E. Wilson Morrison Elementary) and transfer food from other schools as needed during the program;
- Place bread and milk orders as needed throughout the program;
- Monitor all sites throughout the program and complete all necessary administrative and monitoring documentation required by SFSP guidelines and timeframe;
- Attend and participate in annual meeting to discuss SFSP with other school personnel involved (TDT, transportation, Special Services);
- Maintain and organize all documents and keep on file (site visit forms, meal count sheets, production records, monitoring forms, race and ethnic data forms, etc.);
- Compile meal count information per site each week;
- Prepare and submit meal count information for reimbursement to VDOE according to their timeline and guidelines;
- Keep a running inventory of food and supplies;
- Maintain documentation for expenditures; Child & Adult Care Food Program (CACFP)
- Prepare, complete, and submit annual application for the Child & Adult Care Food Program (CACFP);
- Maintain positive working relationships with staff at the site;
- Attend training webinars as necessary throughout the year;
- Conduct annual training of CACFP staff;
- Prepare all documentation for site staff;
- Assist in preparing program menu according to CACFP meal pattern guidelines;
- Monitor the site throughout the program and complete all necessary administrative and monitoring documentation required by CACFP timeline and guidelines;
- Coordinate with MORE program staff at the site on a regular basis;
- Maintain and organize all documents and keep on file (site visit forms, attendance and meal count sheets, monitoring forms, race and ethnic data forms, etc.);
- Compile meal count information for the program each month;
- Prepare and submit meal count information for reimbursement each month to VDOE according to their timeline and guidelines.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of pertinent federal and state guidelines for the School Breakfast Program, NSLP, CACFP, SFSP, and Free and Reduced Meal Program; strong communication and interpersonal skills to serve the general public and to positively represent WCPS; strong computer/ word processing skills; strong organizational skills and the ability to successfully maintain

detailed records; demonstrate multitasking skills and flexibility; general clerical and strong grammatical skills; ability to supervise staff during SFSP and CACFP; use of Café Enterprise software and online meal application processing software; use of PowerSchool; ability to meet the public effectively; ability to operate a variety of office equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices/procedures and extensive clerical and secretarial experience.

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

### **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the supervisor