

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SCHOOL FOOD SERVICE FINANCIAL COORDINATOR

QUALIFICATIONS:

- (1) High School diploma or equivalent
- (2) Minimum of three (3) years of experience in school food service finance and auditing
- (3) Experience in using computer equipment and in determining needs for continuing software development

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State Board of Education regulations, state statues, federal laws, USDA regulations as they relate to food service. Proficient in basic English and accounting skills. Skilled in computer applications for revenue reporting, meal claming and free/reduced lunch application approval. Knowledge of general accounting principles and cash control standards. Knowledge of and skill in electronic spreadsheets and other computer applications. Ability to work independently. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO:

Assistant Superintendent for Business Services

JOB GOAL

To provide services to all district schools and departments in the most accurate, efficient and timely manner. Administer the Food Service Program at the highest level and most efficient manner to meet nutritional needs and program acceptability for students and staff in accordance with federal, state and local requirements.

SUPERVISES:

Assigned Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Manage the school food service financial operations to ensure compliance with federal, state and local regulations.
- * (2) Supervise school food service personnel jointly with the SFS Production Coordinator.
- * (3) Assume responsibility for accurate meal counts, cash collections and deposits.
- * (4) Responsible for food service program revenue claim reporting and oversight of expenditures for payroll and accounts payable.
- * (5) Responsible for coordinating requests by auditors in a timely and efficient manner.
- * (6) Maintain records and submit reports as required.
- * (7) Supervise all food and non-food orders from District and outside vendors.
- * (8) Maintain accurate inventory of food and non-food items.
- * (9) Maintain high standards of safety, security and sanitation.
- * (10) Exercise managerial skills to control food, labor and non-labor costs.
- * (11) Assist the Production Supervisor with employment, re-employment, transfers and resignations.
- * (12) Work with Principals and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.
- * (13) Performs other duties as assigned by the Assistant Superintendent for Business Services.

Employee Qualities/Responsibilities

- * (14) Maintain confidentiality regarding all matters related to assignment.
- * (15) Participate in workshops and training sessions as required.
- * (16) Maintain work area in a safe and secure manner.
- * (17) Provide for positive communication among staff.
- * (18) Model and maintains high ethical standards.
- * (19) Communicate well with co-worker, school personnel and the Production Coordinator.
- * (20) Follow attendance and proper dress rules as required.
- * (21) Display an appropriate work ethic.

System Support

- * (22) Prepare all required reports and maintain all appropriate records.
- * (23) Knowledge of and the ability to utilize the computer for a variety of functions relative to the program.
- * (24) Represent the School Board in an appropriate manner.
- * (25) Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- * (26) Provide ongoing in-service training for food service personnel.
- (27) Perform other duties as assigned.

*Essential Performance Responsibilities