POSITION DESCRIPTION 8.02

TITLE: Assistant to Child Nutrition Director

QUALIFICATIONS: 1. Preferred-BS degree from four year university with major coursework in nutrition, dietetics, hospitality or Certified Dietary Manager

 Previous work experience in foodservice, especially school foodservice and/or management

 Working knowledge of general office computer software including Microsoft Office, web/media

REPORTS TO: Child Nutrition Program Director

JOB GOAL: Assists in the administration of the Child Nutrition Program affairs

JOB DUTIES:

- 1. Process and maintain student and meal service data base, including all free/reduced-price meal applications for the school system
- 2. Communicate with local schools, including CNP managers and school office designees, and computer services to ensure accuracy between enrollment system and district meal program
- 3. Communicate and correspond with parents/guardians of students
- 4. Assist with annual verification of free/reduced-price meal applications
- 5. Assist in training staff, cashiers and mangers in groups and/or individually
- 6. Process and monitor commodity and purchased food orders
- 7. Collect, post, and prepare invoices for payment for all child nutrition programs.
- 8. Review and record purchase orders for proper authorization and maintain purchasing files, and analyze to resolve inconsistencies
- 9. Check daily meal count against daily revenue sheets for verification of accuracy
- 10. Assist in the completion of financial transactions of the Child Nutrition Program
- 11. Maintain and distribute monthly menus local newspaper, website, and schools
- 12. Assist in special events, projects and monitoring as needed
- 13. Monitor and balance various accounts verifying availability of funds and classification of revenues and expenditures understanding of and able to use General Ledger codes in McAleer accounting system
- 14. Maintain professional growth and competence through professional development <u>as per Board</u> Policy 5.5 Personnel Professional Development
- 15. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 16. Perform other duties as may be assigned.

8.02 - Assistant to	Child	Nutrition	Director
Page 2			

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EM	PLOYMENT:	9-Month	10-Month	11-Month	12-Month			
EXPECTED WORK DAY:		8 Hours						
SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position								
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements								
Reviewed and a	agreed to by:	Employee		Date		_		
☐ Principal/Progra	m CoordinatorInitials	_	☐ Human Reso	urceInitials	<u> </u>			