



## Fort Cherry School District

### Job Description

<b>Title:</b>	Food Service Clerk
<b>Overview:</b>	Employee shall assure the Food Service Department is managed with equity and reliance within the confines of local, state, and federal regulations and requirements including public health and safety
<b>Location:</b>	Food Service Office
<b>Reports to:</b>	Superintendent
<b>Supervises:</b>	NA
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

#### Essential Duties:

1. Plan menus for school lunches, school breakfasts, and fundraising based on sound nutritional adequacy and pupil acceptance
2. Establish standards for food preparation and service with emphasis on appetizing appeal, maximum nutritive value and flavor, efficient preparation and service under sanitary conditions
3. Maintain food usage records, financial records, food and supply inventory records, and daily count records
4. Ensure all state and federal regulations are met and documented
5. Maintain food usage records, financial records, food and supply inventory records, and daily count records
6. Prepare monthly reimbursement forms for State/Federal

7. Review all food services expenditures and submits authorized, approved billings to the business office for payment
8. Prepare monthly statistics
9. Make recommendations to update District Policies for Food Service Department
10. Maintain computer maintenance and updates
11. Oversee financial management of Food Service Department (i.e. lunch balances)
12. Update website for Food Service Department
13. Keep informed on new ideas, rules, regulations and products in the Food Service Area
14. Prepare and have signed all applications and agreements as are required by State and Federal government agencies
15. Institute and maintain good public relations with students, parents, faculty, staff, administration, and the general public
16. Participate as a member of the Wellness Committee
17. Communicate effectively with all members of the District and Community
18. React to change productively and handle other tasks as assigned
19. Maintain confidentiality
20. Support the mission, vision, and belief statements of the District
21. Any other responsibilities assigned by the Superintendent

**Qualifications and Skills:**

- High School Diploma
- Ability to gain certification in culinary and/or food service industry
- Experience with purchasing, accounting, and reporting

- Demonstrate above average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
  
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement