



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.07 Work with district technology staff to resolve errors and problems with food service software.	A1			2. Operation of office equipment.	1.08 Software issues were resolved and updates were completed.
1.08 Communicate with company regarding food service software issues and updates.	A1			3. Bookkeeping.	1.09 End of month reports from all school sites were received and filed.
1.09 Secure end-of-month reports from all school sites.	A1			4. Type at least 65 wpm net.	1.010 Site reports were submitted to MDE.
1.010 Submit site reports to Minnesota Department of Education (MDE) Child Nutrition Section.	A1			5. MS Office Suite, or equivalent word processing, or spreadsheet and database programs.	1.011 Input was provided.
1.011 Provide input regarding food service recorder job performance as requested by the Food Service Coordinator.	A1			6. Designing and editing reports, forms and other documents.	1.012 Student eligibility for child nutrition program benefits was provided to each school site.
1.012 Communicate information regarding student eligibility for state and federal child nutrition program benefits to food service recorders.	A1				
<b>2.00 MANAGE THE CHILD NUTRITION PROGRAM APPLICATION PROCESS</b>				<u>Ability to:</u>	
2.01 Compile and submit Child Nutrition Agreement to the state department annually.	A1			1. Effectively train staff.	2.01 Agreement was submitted to the State Child Nutrition Agency and was approved annually.
2.02 Upload direct certification from Minnesota Department of Human Services to the district student management database.	A1			2. Articulate future needs of the food service program.	2.02 Direct certification was uploaded with each notice from MDE
2.03 Review and approve applications for child nutrition program benefits based on federal guidelines.	A1			3. Access and utilize database and system software.	2.03 Applications were reviewed and approved in accordance with federal guidelines.
2.04 Compile and submit all reports on participation, enrollment, and eligibility for reimbursement of meals to MDE.	A1			4. Communicate effectively with students and staff.	2.04 Reports were compiled and submitted.
2.05 Provide student eligibility information to a variety of entities when directed or as requested.	A1			5. Perform under stressful situations and with frequent interruptions.	2.05 Student eligibility information was provided as requested.
2.06 Maintain complete and accurate computer and hard copy records of all students eligible	A1			6. Respond appropriately and effectively to food service emergencies.	2.06 All student records were maintained within Minnesota State guidelines.
				7. Work independently.	2.07 Applications and reports were prepared and submitted for audits.
				8. Work effectively with a diverse group of staff, students, and customers.	

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2.07 for child nutrition program benefits. Prepare application for child nutrition program benefits and reports for annual district and state audits (MARSS and Child Nutrition Section)	A1			9. Plan and organize. 10. Maintain records. 11. Maintain confidentiality. 12. Communicate effectively through speaking and writing. 13. Use time effectively. 14. Demonstrate consistent and reliable attendance.	3.01 Food service website has been created, updated and maintained. 3.02 Content has been created, updated and maintained.
<b>3.00 DEVELOP AND MAINTAIN FOOD SERVICE WEBSITE</b>					
3.01 Create, update and maintain food service website for school district.	A1				
3.02 Create and maintain food service content specific to elementary, middle school, and high school.	A1				
<b>4.00 ASSIST THE FOOD SERVICE COORDINATOR IN THE DAILY OPERATIONS</b>					
4.01 Maintain confidentiality.					4.01 Confidentiality was maintained at all times.
4.02 Compute, compile and record annual participation, cash receipts, and state and federal reimbursements for all schools.	A1				4.02 All reports were completed.
4.03 Communicate food service information to appropriate public: through daily personal contact, telephone communication, email, web site updates, etc.	A1				4.03 Food Service information was communicated to appropriate public.
4.04 Arrange catered events in accordance with district policy.	A1				4.04 Catered events were arranged.
4.05 Determine appropriate billing of catered events based on department procedures and submit to customer and District Business Office.	A1				4.05 All catered events were billed and submitted.
4.06 Process, determine codes and submit food service invoices for payment. Reconcile	A1				4.06 Codes for food service invoices were determined and all invoices were processed and submitted for payment.
					4.07 Rebates were processed and submitted.
					4.08 Mail was prepared, sorted and distributed appropriately.
					4.09 Time sheets were reviewed for accuracy.
					4.010 Leave forms were reviewed for consistency with policy and collective

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monthly statements.					bargaining agreement provisions.
4.07 Process and submit food service rebates.	A1				4.011 Substitutes were obtained as needed.
4.08 Prepare, sort and distribute mail.	A1				4.012 Menus were prepared and distributed.
4.09 Monitor time sheets for accuracy.	A1				4.013 Appropriate supply inventory was
4.010 Monitor the leave request forms for food service personnel.	A1				maintained.
4.011 Monitor the substitute process for food service personnel.	A1				4.014 Coordinator was informed of all pertinent information.
4.012 Prepare and distribute menus.	A1				4.015 Other duties have been completed as
4.013 Maintain appropriate office supply inventory.	A1				assigned.
4.014 Communicate pertinent information to the Food Service Coordinator.					
4.015 Complete other duties as assigned.					

**MINIMUM QUALIFICATIONS:** Must be able to obtain and maintain a Minnesota Department of Health Food Service Manager Certification.