

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

REGULAR ROUTINE DUTIES: of Things to Accomplish in Major Job Function	List	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?
<p>Note: List each major job function prior to listing of routine duties, skills, and performance standards</p>						
<p>AND/OR WRITTEN)</p> <p>7. ANSWER INQUIRIES REGARD- ING ACCOUNTS PROPERLY AND IN A QUALIFIED MANNER</p> <p>8. DISTRIBUTE, COLLECT AND TRANSMIT THE FREE AND REDUCED APPLICATIONS APPROPRIATELY.</p> <p>9. PERFORM OTHER FOOD SERVICE RELATED DUTIES AS TIME ALLOWS.</p>			5D			<p>8. FREE AND REDUCED APPLICA- TIONS ARE DISTRIBUTED, COLLECTED AND TRANSMITTED APPROPRIATELY</p> <p>9. OTHER FOOD SERVICE DUTIES WERE PERFORMED AS TIME ALLOWS</p>
			5D			
			5D			
			5D			