

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 12-11-89
 LAST REVISION DATE February 2019
 BAND & GRADE A-1-1 (Job Level 1)

POSITION TITLE Food Service Recorder - Secondary

IMMEDIATE SUPERVISOR Food & Nutrition Services Coordinator

Job Summary (Basic Purpose of Position)

To monitor customer food service accounts.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1. Monitor computer screen to assure accuracy in each account.	A-1	25D		Knowledge: 1. Federal regulations	1. Customer accounts were accurate regarding payments, purchases, and pertinent info.
2. Maintain payment and participation batch updates.	A-1	25D		2. Computer program	2. All batch payments were maintained.
3. Collect all money for the breakfast, and lunch payments.	A-1	5D		3. Safety and sanitation Ability to: 1. Operate computer	3. All money was collected for all programs.
4. Record receipts in each account correctly.	A-1	10D		2. Communicate	4. Accounts were receipted correctly.
5. Reconcile, balance and deposit money daily.	A-1	10D		3. Organize	5. Daily deposits are correct.
6. Communicate customer account balances (verbally and/or written).	A-1	5D		4. Communicate effectively	6. Customers have current knowledge of their accounts.
7. Answer inquiries regarding accounts properly and in a qualified manner.		5D		5. Maintain confidentiality	7. All inquiries were handled professionally.
8. Distribute, collect, and transmit the free and reduced applications appropriately.		5D		6. Use time effectively	8. Free and reduced applications are distributed, collected and transmitted appropriately.
9. Perform other food service related duties as time allows.		5D		7. Demonstrate consistent and reliable attendance Skills: 1. Communicate professionally	9. Other food service duties were performed as time allows.