

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 9-25-99  
 LAST REVISION DATE February 2019  
 BAND & GRADE A-1-3 (Job Level 3)

POSITION TITLE Food Service Secretary

IMMEDIATE SUPERVISOR Food & Nutrition Services Coordinator

**Job Summary (Basic Purpose of Position)**

Assist the Food & Nutrition Services Coordinator with the daily operation of the District's Food Service Program; including, but not limited to: the K-12 Child Nutrition Program, Summer Food Service Program and all public and non-public catered events.

**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					
<b>1.00 MONITOR DAILY/MONTHLY REPORTING OF DISTRICT FOOD SERVICE RECORDS.</b> 1.01 Train Food Service Staff on operation of Food Service Program software and basic computer skills. 1.02 Instruct parents/guardians on usage of Family Access and online payment systems. 1.03 Provide technical support to district staff and customers using food service software and/or online systems. 1.04 Monitor daily crediting and debiting of meal accounts. 1.05 Review computer purchase/payment batches to assure accuracy at each site. 1.06 Update food service recorders with changes in district food service software program(s). 1.07 Work with district technology staff to resolve errors and problems with food service software. 1.08 Communicate with company regarding food service software issues and updates. 1.09 Secure end-of-month reports from all school site. 1.10 Submit site reports to Minnesota Department of Education (MDE) Child Nutrition Section.	A1 A1 A1 A1 A1 A1 A1 A1 A1 A1			<b>KNOWLEDGE OF:</b> 1. Food Service operation. 2. State, Federal and District policies and procedures. 3. Computer software programs. 4. Specific job junctions of food service staff. 5. Telephone procedures and etiquette. 6. Office procedures. 7. Proper grammar, spelling, and punctuation.  <b>SKILLS:</b> 1. Computer 2. Operate office equipment. 3. Bookkeeping. 4. Type at least 65 wpm net. 5. MS Office Suite, or equivalent word processing, or spreadsheet and databased programs. 6. Designing and editing reports, forms and other documents.	1.01 Appropriate and effective training was provided. 1.02 Parents/guardians were instructed on Family Access and online payments. 1.03 Technical support was provided as needed and/or requested. 1.04 Daily crediting and debiting of meal accounts were reviewed for accuracy. 1.05 Purchase/payment batches were reviewed and accurate. 1.06 Food service software program was updated. 1.07 Errors and problems with food service software were resolved. 1.08 Software issues were resolved and updates were completed. 1.09 End of month reports from all school sites were received and filed. 1.10 Site reports were submitted to MDE.

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1.11 Provide input regarding food service recorder job performance as requested by the Food Service Coordinator.	A1			<b>ABILITY TO:</b> 1. Effectively train staff. 2. Articulate future needs of the food service program. 3. Access and utilize database and system software. 4. Communicate effectively with students and staff. 5. Perform under stressful situations and with frequent interruptions. 6. Respond appropriately and effectively to food service emergencies. 7. Work independently. 8. Work effectively with a diverse group of staff, students, and customers. 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. 15. Maintain current Minnesota Department of Health Food Service Manager Certification.	1.11 Input was provided.
1.12 Communicate information regarding student eligibility for state and federal child nutrition program benefits to food service recorders.	A1				1.12 Student eligibility for child nutrition program benefits was provided to each school site.
<b>2.0 MANAGE THE CHILD NUTRITION PROGRAM APPLICATION PROCESS</b>					
2.01 Compile and submit Child Nutrition Agreement to the state department annually.	A1				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				2.02 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				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				2.04 Reports were compiled and submitted.
2.05 Provide student eligibility information to a variety of entities when directed or as requested.	A1				2.05 Student eligibility information was provided as requested.
2.06 Maintain complete and accurate computer and hard copy records of all students eligible for child nutrition program benefits.	A1				2.06 All student records were maintained within Minnesota State guidelines.
2.07 Prepare application for child nutrition program benefits and reports for annual district and state audits (MARSS and Child Nutrition Section).	A1				2.07 Applications and reports were prepared and submitted for audits.
<b>3.0 DEVELOP AND MAINTAIN FOOD SERVICE WEBSITE</b>					
3.01 Create, update and maintain food service website for school district.	A1				3.01 Food service website has been created, updated and maintained.
3.02 Create and maintain food service content specific to elementary, middle school, and high school.	A1				3.02 Content has been created, updated and maintained.

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<b>4 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, website 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 monthly statements.	A1				4.06 Codes for food service invoices were determined and all invoices were processed and submitted for payment.
4.07 Complete required annual Minnesota Department of Education (MDE) training for school nutrition program staff.	A1				4.07 Required annual training has been completed successfully
4.08 Process and submit food service rebates.	A1				4.08 Rebates were processed and submitted.
4.09 Prepare, sort and distribute mail.	A1				4.09 Mail was prepared, sorted and distributed appropriately.
4.10 Monitor time sheets for accuracy.	A1				4.10 Time sheets were reviewed for accuracy.
4.11 Monitor leave request forms for food service personnel.	A1				4.11 Leave forms were reviewed for consistency with policy and collective bargaining agreement provisions.
4.12 Monitor the substitute process for food service personnel.	A1				4.12 Substitutes were obtained as needed.
4.13 Prepare and distribute menus.	A1				4.13 Menus were prepared and distributed.
4.14 Maintain appropriate office supply inventory.	A1				4.14 Appropriate supply inventory was maintained.
4.15 Communicate pertinent information to the Food Service Coordinator.	A1				4.15 Coordinator was informed of all pertinent information.
4.16 Complete other duties as assigned.	A1				4.16 Other duties have been completed as assigned.

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