
KING CITY UNION SCHOOL DISTRICT

CLASSIFICATION: Classified

SALARY LEVEL: Range 8

WORK YEAR: 12 Months

SUMMARY

Under the supervision and general direction of the Food Service Supervisor and the Chief Business Official, this position is responsible for food service bookkeeping related functions and well as Food Service Worker functions as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Accepts, approves, files and updates free/reduced meal applications.
- Prepares and maintains student lists for each site.
- Communicates with school site staff regarding cafeteria procedures and requirements. • Processes, reconciles and deposits daily, weekly, monthly, and yearly cash and sales. • Operates a computer using Food Service programs and related software.
- Applies and complies with various state and federal reporting requirements, laws and deadlines. • Gathers, assembles, tabulates, checks and reconciles periodic financial and statistical data. • Maintains food service accounts receivable records including billing for community food programs.
- Performs other cafeteria statistical and/or bookkeeping duties.
- Coordinates and maintains various auxiliary food service programs as assigned. • Performs related duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of:
 - General accounting principles and practices.
 - Record keeping and report preparation.
 - Receiving, counting and accounting of money.
 - Oral and written communication.
 - Correct written and spoken English.
 - Operation of computers and related software.

- Ability to:
 - Establish and maintain cooperative and effective working relationships with students, staff and others.
 - Maintain food service safety and sanitation standards.
 - Explain food service policies and regulations.
 - Meet schedules and timelines.
 - Maintain up to date knowledge of food service sales and reporting regulations.
 - Represent the department at meetings.
 - Use word processing, spreadsheet, and other Food Service related software.
 - Perform duties of Food Service Workers.
 - Work in the cafeteria and office environment.
 - Prepare cafeteria records and reports.

EDUCATION EXPERIENCE

Possesses a High School diploma or a GED certificate. Previous experience in accounting and/or accounts receivable required.

LANGUAGE SKILLS

Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals, also documents such as simple instructions, short correspondence and memos.

MATHEMATICAL SKILLS

Ability to add subtract, multiply, divide and complete basic math skills. Ability to perform these operations using units of U.S. money, weight measurement, and volume. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written oral or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possesses a valid California driver's license.
SERV Safe Food Safety Certificate preferred.

PHYSICAL ABILITIES

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to manipulate small objects, handle or feel. The employee frequently is required to sit, stand walk, and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds and up to 100 pounds with assistance. Specific vision abilities required by this job may include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in inside environment conditions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, temperature extremes, toxic or caustic chemicals, and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

HAZARDS

Hazards are substantial and there is an occasional high and real risk of serious injury.

