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| Mountain View Whisman School District | Job Title: Child Nutrition Department Secretary Accountant Lead |
| Classification:: I | Date Created: 5/ 28/24 Date Confirmed by CSEA: pending Date Reviewed by Board: June 13, 2024 |

Description

Under the direction of the Director of Child Nutrition, manages the responsibilities that are delegated. Under limited supervision, ensures that established standards and procedures are being followed and is responsible for ensuring that all operations and programs are in compliance with local, state, and federal regulations and policies. Will work in the nutrition office to manage data systems, manage reports, and provide assistance to school sites as needed.

Qualifications

Possesses and maintains a valid California Driver's License or California I.D.; demonstrates advanced skills in computer operations.

Education/Experience

- Minimum of high school diploma or equivalent required
- Seven years of clerical/secretarial experience and/or two years of experience in financial record-keeping work.
- Ability to complete manager-level ServSafe Certification

Skills and Abilities

- Make mathematical computations rapidly and accurately
- Perform secretarial and clerical work using independent judgment and works autonomously
- Compose correspondence using own initiative
- Work with data systems to assemble data and prepare complex and confidential reports
- Read, write, and communicate at a level sufficient to fulfill the duties to be performed
- Manage multiple tasks using organizational strategies, setting priorities, and maintaining deadlines
- Deal effectively with a wide variety of personalities (i.e., professional personnel, parents and public) and situations requiring tact, judgment, and poise
- Carry out assigned work with minimal supervision
- Understand and follow complex verbal and written instructions.
- Use the computer proficiently to create and maintain word processes, spreadsheets, and a variety of databases
- Learns and applies District policies, rules, and regulations
- Coordinates and develops the department's process to meet District policies
- Maintain confidentiality of students, staff and District information
- Maintain cooperative working relationships with those contacted during the course
- Comply with the physical/mental demands as described on the ADA profile
- Other duties as assigned.

Knowledge

- Of function, organization, rules, procedure and programs of child nutrition
- Of office procedures, methods and practices
- Of computers, computer software packages and other office-related technology
- Of filing, filing systems, indexing and cross-referencing methods
- Of correct English usage, vocabulary, spelling, grammar and punctuation
- Of the methods, practices, and terminology used in bookkeeping and in financial record keeping
- Of menu planning and budget requirements
- Of Federal and State laws and regulations governing Child Nutrition programs

Examples of Duties & Responsibilities

- Perform financial record-keeping operations related to one of the moderately complex elements of child nutrition
- Maintain accounts payable records
- Review and verify material in connection with the paying of bills
- Prepare correspondence to vendors concerning status of payments due
- Confirm receipt of merchandise and services due
- Prepare financial statements
- Operate calculator, computer and other office machines
- Assist in maintaining the food service operations in accordance with the National School Lunch Program by ensuring nutritional adequacy, program compliance, and cost control.
- Assist in scheduling of the performance of food service personnel
- Maintain current vendor catalogs and production information
- Assist in the verification process for the free and reduced meal applications
- Operate Etrition computer program, along with other computer functions, so they are being utilized to their fullest extent.
- Assist with marketing activities to enhance student involvement in the Nation School Lunch Program
- Assist with catering needs
- Performs other related duties as assigned

ADA Profile

Ability to stand and walk for extended periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift, carry or move up to 25 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; dexterity of the hands and fingers to operate a computer keyboard and other office equipment.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

Reasonable accommodation

The employer is committed to providing reasonable accommodations for qualified applicants or employees with disabilities, unless it would cause undue hardship. The policy applies to all aspects of the hiring process.

Non-discrimination

The employer does not discriminate against qualified individuals with disabilities in any aspect of employment, including job application procedures, hiring, and other terms and conditions of employment.

Supervised by: Site or District Administrator

Evaluated by: Site or District Administrator