

LINDSAY UNIFIED SCHOOL DISTRICT
OFFICE MANAGER – FOOD SERVICES

DESCRIPTION:

The Food Service Office Manager performs complex clerical and fiscal duties.

SUPERVISION:

Under the direct supervision of the District Food Services Manager.

ESSENTIAL JOB DUTIES:

1. Serves as administrative assistant to the food service manager.
2. Maintains and verifies records for free and reduced lunch program on a district-wide basis.
3. Works closely with/and assists cafeteria managers and cashiers in insuring compliance with USDA clerical regulations.
4. Interprets USDA rules and regulations and keeps staff informed of changes.
5. Instructs new cafeteria cashiers concerning the meal program.
6. Maintains all aspects of accounting and financial reports for food service including bank reconciliation for the district clearing account, of county, state, and federal tax reporting.
7. Maintains hazardous chemical records for transportation, maintenance, and janitorial chemicals.
8. Determines district paper and school supply needs (excluding custodial), initiates bid for the school year, initiates documentation for School Board, and prepares purchase orders for appropriate vendors.
9. Documents delivery of supplies, checks for accuracy and damage and handles all problems with vendors.
10. Prepares site supply orders and prices requisitions for the business manager.
11. Maintains inventory of paper/school supplies and cafeteria commodities in the warehouse.
12. Maintain district wide equipment inventory system.
13. Document and compile computerized lists of all obsolete, damaged or broken equipment that needs school board approval for auction or disposal.
14. Make formal arrangements for the auction on behalf of the district.
15. Performs other related duties as assigned.

REQUIRED:

1. Education
 - high school diploma or equivalent.
2. Knowledge of
 - common office machines and skill in their operation.
 - modern office methods and practices, including filing systems, receptionist, telephone techniques, letter and report writing, and general knowledge of computer systems.
3. Ability to
 - successfully pass the District Proficiency Examination.
 - work without close supervision.
 - Perform responsible clerical work accurately and in a timely manner.
 - Work cooperatively with others.
 - Understand and carry out oral and written instructions.
 - Type 40 words per minute from clear copy.

SALARY: Range 27 220 days

DATE REVISED: 10/27/01

CSEA APPROVED: