

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 – P.O. Box 788
San Andreas, CA 95249
(209) 754-2300

JOB TITLE: Food Service Office Manager

WORK YEAR: 260 DAYS

JOB DESCRIPTION: Under the general direction of the Food Service Supervisor or Director or designee; perform advanced and complex secretarial, accounting and administrative support activities for the Food Service department.

Employees are required to perform duties with limited supervision within a broad framework of State and Federal rules and regulations specific to school food service programs with accuracy and within established deadlines. Employees must possess knowledge of the rules and regulations set forth by the National School Lunch Program and other programs. They must exhibit the ability to apply program knowledge in the performance of their assigned tasks, including the ability to communicate and relay information effectively to staff. Employees must understand and operate Food Service-related software programs with special emphasis on POS computer system, programming, maintenance, and staff training. Employees work in a lead capacity to direct and monitor the work of food service staff. They monitor and process personnel attendance, coordinate substitutes, and facilitate and track State mandated trainings. This job class requires extensive staff, public and organizational contact, requiring the accurate interpretation of District, State and Federal rules, regulations, policies and procedures. Persons employed in this class must demonstrate a desirable example of professional appearance and presence. They must exercise considerable judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment, and time. They also must work positively and cooperatively with students, staff, and parents with emphasis on confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Supervisor or Director in managing and overseeing the activities and operations related to the Food Service department.
2. Responsible for daily clerical operation of department. Trains, directs, and monitors the work of support staff, including staff absence processing and substitute coordination for all site kitchen staff.
3. Respond to issues/items not requiring the personal attention of Supervisor/Director.
4. Compose correspondence independently.
5. Operate a variety of standard office equipment including computer, POS terminals, printer, copier, and calculator.
6. Collaborate with Technology Services to ensure department computers are properly communicating, updated, and configured appropriately for the applications.
7. Set up, configure and troubleshoot POS software and hardware.
8. Train kitchen staff on the POS software.
9. Assist with planning, coordinating and implementing of nutritional education programs and/or staff trainings and meetings and attend necessary staff meetings and trainings.
10. Maintain up-to-date knowledge of Federal, State, and local legislation, rules, and regulations related to school Food Services.
11. Attend State trainings/webinars and trainings offered by other school food service support organizations.
12. Facilitates compliance with Federal, State, and local rules and regulations governing all

school Food Service programs.

13. Responsible for the general accounting procedures of the department including but not limited to; budgets, purchase requisitions/orders, invoicing and any banking related duties.
14. Analyze data to assist in determining applicable, qualified programs to operate and complete program applications with the State and USDA.
15. Responsible to calculate and submit monthly State and Federal claim submissions for all programs: i.e., NSLP, SBP, CACFP and ASM.
16. Research, analyze, and assist with applying for available Grants. Monitoring from inception to completion, submitting all required documentation, as applicable.
17. Assist with RFP's and Administrative Reviews (AR) as mandated by CDE.
18. Review, and write memorandums and reports; prepare technical reports, including cost analysis for food and labor; prepare statistical breakdowns and analyses of various programs.
19. Assist with ordering and inventory management; check data and orders for accuracy, approve invoices and purchase orders, and assign duties to office personnel as needed.
20. Maintain product inventory control and documentation for warehouse and all school sites.
21. Help facilitate and implement special catering and special orders.
22. Serve as liaison between Food Services and students, families, staff, school administration, and the community.
23. May be required to substitute in site kitchens and perform Food Service III duties.
24. May be required to perform warehouse duties that include physically loading/stacking product into freezers and warehouse.
25. Perform other duties similar to the above in scope and function as assigned.

Knowledge/Skills:

- Proper English usage, grammar, punctuation and spelling.
- Proper office methods, procedures and accounting practices.
- Effective financial record keeping procedures and techniques.
- Basic school district policies, rules and regulations.
- Pertinent Federal, State, and local laws, codes, and regulations: State and Federal Food Service department operational rules and regulations under CDE/SNP and USDA.
- Computer and software programs; i.e. Microsoft Office, Word, Excel, PowerPoint, Food Service software including POS terminals, Escape, AESOP Frontline, Quicken, CNIPS, CalPADS.
- Operational characteristics, services, and activities of all food service programs.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of food service program development and administration.
- Principles and practices of department budgets and program administration.
- Principles of supervision and staff training.

Ability To:

- Perform duties of Food Service Secretary and/or Food Service Office Assistant.
- Manage, direct, and coordinate the work of assigned staff in a lead capacity.
- Plan, organize and coordinate assigned tasks to meet established deadlines.
- Understand and follow complex oral and written instructions in an independent manner.
- Assist in an oversight capacity and help direct the operations, services, and activities of the Food Service department.
- Establish, prepare and maintain a variety of complex records and files and prepare clear and concise administrative, financial and related reports.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Interpret and apply Federal, State, and local policies, laws, and regulations.

- Perform advanced and complex secretarial work and arithmetical calculations with speed and accuracy.
- Communicate and express ideas effectively both orally and in writing.
- Establish and maintain effective working relationships.
- Maintain consistent, punctual, and regular attendance.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Demonstrates intellectual ability to make sound decisions under timeline constraints with professionalism.
- Read, write and speak English.
- Drive a vehicle to conduct work.
- Accurately type at a speed of not less than 65 wpm.

PHYSICAL

- **Standing/Walking:** Frequently; throughout office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

Education and/or Experience Required:

- Any combination equivalent to:
AA Degree, or equivalent college level training; or experience in computer technology, secretarial, office or business management, accounting, or related field. Preferably in school nutrition, food science/nutrition or related field.

OR

- Five years of recent successful food service office experience, preferably in a public-school

system which demonstrates possession of the knowledge and abilities to perform tasks stated within this job description.

Licenses and other Requirements:

- Valid California Class C Driver license, with proof of auto insurance.
- Ability to complete annual State mandated training hours for this position, as determined by the State.
- Ability to complete ServSafe Certification, if deemed necessary.

Working Conditions:

- Office environment. Warehouse environment. Occasional cafeteria environment; including exposure to food products, and heavy and hot kitchen equipment. Occasional driving vehicle to conduct work.

SALARY: Placement on the CSEA Salary Schedule, Range I

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

CSEA Ratification date: 1/12/2024

Board Approved date: 3/7/2024