

TITLE: Assistant to Child Nutrition Director

QUALIFICATIONS:

1. Preferred-BS degree from four year university with major coursework in nutrition, dietetics, hospitality or Certified Dietary Manager
3. Previous work experience in foodservice, especially school foodservice and/or management
4. Working knowledge of general office computer software including Microsoft Office, web/media

REPORTS TO: Child Nutrition Program Director

JOB GOAL: Assists in the administration of the Child Nutrition Program affairs

JOB DUTIES:

1. Process and maintain student and meal service data base, including all free/reduced-price meal applications for the school system
2. Communicate with local schools, including CNP managers and school office designees, and computer services to ensure accuracy between enrollment system and district meal program
3. Communicate and correspond with parents/guardians of students
4. Assist with annual verification of free/reduced-price meal applications
5. Assist in training staff, cashiers and managers in groups and/or individually
6. Process and monitor commodity and purchased food orders
7. Collect, post, and prepare invoices for payment for all child nutrition programs.
8. Review and record purchase orders for proper authorization and maintain purchasing files, and analyze to resolve inconsistencies
9. Check daily meal count against daily revenue sheets for verification of accuracy
10. Assist in the completion of financial transactions of the Child Nutrition Program
11. Maintain and distribute monthly menus local newspaper, website, and schools
12. Assist in special events, projects and monitoring as needed
13. Monitor and balance various accounts verifying availability of funds and classification of revenues and expenditures – understanding of and able to use General Ledger codes in McAleer accounting system
14. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
15. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
16. Perform other duties as may be assigned.

