

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE OPERATIONS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Food Services, assist in the operation of the Food Service Program by performing a variety of advanced level technical duties requiring independent judgment and analysis and the application of specialized knowledge of an assigned area; plan, organize and coordinate office activities and communications including but not limited to accounting, purchasing and administrative details.

REPRESENTATIVE DUTIES:

Prepare blanket purchase orders for food service vendors; independently compile, verify and prepare accounts payable reports and forward to Fiscal Services for payment to vendors in a timely manner.

Coordinate the processing of the confidential Free and Reduced Meal Applications for the entire district; print monthly updated student rosters for each cafeteria as well as labels for the students meal tickets; maintain communication between parents and cafeteria employees to ensure students receive program benefits in a timely manner; research and update meal application information on a daily basis; assist parents in completing confidential applications.

Independently research and compile information and compute statistical information for federal, State and District reports and special projects as assigned.

Coordinate communications and provide information to administrators, employees, students, parents and the public; explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Maintain telephone communications with Food Service Supervisors to ensure the timely delivery of necessary food, supplies and other needs; initiate and answer telephone calls; screen and refer calls as appropriate.

Plan, organize and coordinate activities to assist in administrative duties.

Arrange for substitute food service personnel as needed; assist in screening and interviewing food service applicants.

Prepare warehouse requisitions for commodity food, non-commodity food and non-food cafeteria supplies for all cafeterias.

Perform a variety of responsible secretarial duties in support of food service operations; assure timely communications between office and District employees; make phone calls to receive and transmit information; prepare Board agenda items and related materials; prepare and maintain files related to food service operations.

Assist Director in resolving a variety of problems associated with multi-school food service operations in a timely and efficient manner.

Compile, verify and prepare reports reflecting cash sales, meal counts, breakfast and lunch tickets, payroll, food and commodities inventories, client sales and deposit recaps and invoices.

Take and transcribe using any form of dictation or notetaking skills, correspondence, reports and memoranda.

Prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops, attend a variety of meetings and take minutes, prepare and distribute minutes.

Maintain a variety of confidential information, files and records including but not limited to, time sheets and personnel records.

Compile data for budget; maintain financial records for a variety of programs.

Provide secretarial and clerical assistance to other staff as necessary; assure adequate forms and supplies to support office operations.

Receive, open and screen incoming mail and independently compose replies according to established procedures.

Train and provide work direction to clerical personnel as assigned; coordinate office workflow and assignments to assure efficiency and effectiveness.

Operate a variety of office machines including typewriter, calculator, copier, computer software and hardware and fax machine.

Collect and submit monies for deposit.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Filing techniques.

Inventory and stock control methods.
Federal and State regulations appropriate to position.
Purchasing procedures and expediting methods.
Food products, use and sources.
USDA School Lunch Program regulations.
Ordering and distributing procedures.
District policies and procedures related to Food Services.
Basic accounting and bookkeeping.

ABILITY TO:

Perform basic accounting and bookkeeping.
Follow oral and written instructions.
Read and interpret various federal and State guidelines or other information that pertains to position.
Add, subtract, multiply and divide.
Analyze and verify numbers, including invoices and statements.
Communicate orally and in writing.
Operate a variety of office equipment including typewriter, calculator, copier, computers and fax machines.
Complete work with many interruptions.
Analyze situations accurately and adopt an effective course of action.
Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the Food Services Office.
Work cooperatively and effectively with others.
Type at 50 words per minute from clear copy.
Work confidentially and with discretion.
Write and print legibly.
Work independently with little direction.
Plan and schedule work effectively.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business or nutrition course work and three years of increasingly responsible secretarial experience including one year involving purchasing of materials and supplies and basic accounting and bookkeeping procedures.

WORKING ENVIRONMENT:

Office environment.