

TITLE: Food Service Secy/Bookkeeper

QUALIFICATIONS:

1. High School Diploma or Equivalent.
2. Prefer two year accounting degree.
3. Prefer two years experience with Food Service office operations.
4. Completion of Nutrition Basics: Building Blocks for Success.
5. Experience needed in the operation of PCS Revenue Control System "PCS" & various other computer programs (PayPams, School Center)
6. Experience with basic office procedures with general secretarial skills.
7. Training and/or experience in use of computers & related technology. Prefer application software expertise including Microsoft Office Suite & School Center
8. Ability to lift 50 pounds.
9. Such alternatives to the above qualifications as the Board might find appropriate and acceptable.

REPORTS TO: Food Service Director

JOB GOAL: To perform many diversified and independent duties related to Food Service and responsibly provide a consistently high level of service to the district and public. To effectively work with the Food Service staff district-wide concerning tasks related to lunch accounts and accountability.

PERFORMANCE RESPONSIBILITIES :

FOOD SERVICE SECRETARY/BOOKKEEPER:

1. Communicate with parents, staff and students regarding PCS Revenue Control System/PayPams account information via phone and email. PayPams school district contact. Deal with confidential credit information.
2. Responsible for PCS Start-Up at the beginning of each school year. Export student data file from TIES student data system and import into PCS. Export district office student data and balances to the correct school.
3. Responsible for PCS Year-End process for district office and school levels to close out accounting for the school year. Archive and back-up all account and free/reduced information.
4. Tech support for the Food Service department in all buildings. Install all PCS software upgrades. Resolve hardware/software issues and contact PCS technical support when needed.
5. Train cook managers and cashiers in the operation of the PCS food service program. Responsible for accurate customer eligibility coding and meal and ala carte pricing and coding.
6. Update Food Service website with current year Free/Reduced application and information, menus, pricing, and other pertinent information.
7. Receive daily food service bank deposits from district schools and resolve any discrepancies with the PCS system. Prepare a daily spreadsheet recording breakfasts and lunches served, milk, milk breaks and ala carte participation for all buildings district-wide. Maintain a yearly spreadsheet regarding the same information for the District Accountant/Bookkeeper. Review food service receipts from District Accountant/Bookkeeper for accuracy.
8. Compare daily online bank deposits and reconcile them with PayPams deposits. Monitor PayPams for pending transactions and resolve rejects.

9. Maintain parameters and administrative settings for School Messenger for the food service program. Use the system to alert parents and guardians of low/negative student account balances.
10. Prepare food service account refunds. Work with the District Accountant/Bookkeeper regarding NSF (non-sufficient funds). Responsible for collecting negative balances. Transfer senior student remaining balances to sibling accounts at end of school year.
11. Receive and process all free and reduced-priced meal applications in accordance with State and Federal guidelines. Distribute applications, review applications and contact applicant for missing information. Determine eligibility. Process applications in PCS, input Direct Certification data from the state and send notifications.
12. Maintain all free and reduced-priced meal student eligibility records pertinent to the district Food Service Department. Maintain PCS database and eligibility accuracy for State and Federal Reimbursement.
13. Order and maintain adequate inventory of supplies and materials at all building food service offices.
14. Prepare spreadsheets for monthly vendor payables and code to appropriate account. Resolve invoice and statement discrepancies with vendors. Maintain spreadsheets for milk usage and vendor totals for the school year.
15. Responsible for food service catering billing, account coding, receipt and deposit of payments, follow-up and maintenance of spreadsheet.
16. Complete rebates and maintain a spreadsheet to track their payment. Place food and paper goods orders and provide other services in absence of Food Service Director.
17. Answer auditors questions regarding PCS account business practices and free/reduced meal applications plus provide requested documentation.
18. Maintain confidentiality as per mandated data privacy laws.
19. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.