

TITLE: Secretary/Bookkeeper – School Nutrition

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Must be able to make math calculations and keep detailed records required for the program.
3. One year of bookkeeping experience.

REPORTS TO: Director of School Nutrition

JOB GOALS: To keep the financial accounts and records of the School Nutrition Program in good order.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the overall operation of the accounting part of the School Nutrition Program.
2. Perform clerical duties for Lunchroom Manager and Nutrition Director, as needed.
3. Maintain adequate inventory of supplies and small equipment.
4. Maintain equipment inventory log/depreciation report and annually perform equipment inventory.
5. Calculate and keep record of daily deposits and receipts.
6. Maintain files for claim reporting, vendor checks, and daily receipts.
7. Receive and screen phone calls for School Nutrition.
8. Generate grocery bids and distribute to prospective vendors. Award bids and maintain bid files and order forms for school year. Place weekly grocery orders.
9. Maintain accurate web-based grocery inventory and build toward web-based reporting for production records.
10. Perform any other duties that may be assigned by the Director of School Nutrition.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

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