

LOCAL DISTRICT CLASSIFICATION PLAN**CLASS TITLE: FOOD SERVICE PROGRAM ASSISTANT****BASIC FUNCTION:**

Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program. Assure compliance with National School Lunch program requirements; train food services personnel and school bookkeepers in the free and reduced meals application procedures; assist in the development of instructional and informational materials related to the assigned areas of responsibility.

REPRESENTATIVE DUTIES:

- Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program. Assure compliance with National School Lunch program requirements; review procedures followed at each site and recommend changes as appropriate.
- Conduct operational program reviews; notify administrative staff in the food services department of the audit/review status of each site visited, audited and evaluated.
- Train food services personnel and school bookkeepers in the free and reduced meals application procedures; provide workshop and on-site training.
- Develop, write and submit reports to principals and other staff; recommend changes in program operations to assure compliance with federal and State requirements.
- Advise food services personnel on approved collection procedures for meal services.
- Advise principals and other staff regarding meal counting and claiming procedures.
- Monitor on-line responsibilities of food services managers, supervisors and cashiers in accordance with reduced meal claims procedures.
- Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Nutritional and operational requirements of the National School Lunch Program and related federal and State regulations, including the evaluation of applications for free and reduced priced meals.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

ABILITY TO:

- Schedule, conduct, evaluate and participate in the auditing of free and reduced meals.
- Assure compliance with National School Lunch program requirements.
- Train food services personnel and school bookkeepers in the free and reduced meals application procedures.
- Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work.
- Operate a computer as required.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work independently with minimal supervision.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years increasingly responsible food services management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license. Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

Signature

Date