

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Child Nutrition Fiscal Operations Coordinator/Trainer

Board approved June 18, 2012

QUALIFICATIONS:

1. Bachelor of Science degree required
2. ServeSafe Instructor and Proctor certification with the National Restaurant Association required or willing to achieve
3. Extensive knowledge of Microsoft Office: Word, Excel, PowerPoint, FrontPage Web Design plus FTP applications, Adobe Professional, McAleer, Attendance Enterprise, Fundamentals, StaffFiles, Lunchbox Legacy, Lunchbox V-8, Nutrikids, MySchoolBucks, MS State Ocean, BNC Remote Desktop preferred
4. Knowledge of Federal Guidelines in Child Nutrition
5. Effective oral and written communications and documentation
6. Extensive knowledge of technological software, hardware and maintenance
7. Extensive knowledge of training methods related to the Child Nutrition program requirements
8. Knowledge of Federal Guidelines of Child Nutrition
9. Extensive knowledge of concepts and techniques of food preparation
10. Extensive knowledge of fundamentals of bookkeeping and office management
11. Extensive knowledge of basic principles of procurement, food production, distribution and service
12. Extensive knowledge of applied concepts of food safety and sanitation
13. Knowledge of merchandising and promoting food and Child Nutrition services
14. Knowledge and understanding of nutrient analysis and how it relates to the Child Nutrition program

SUPERVISES: None

REPORTS TO: Supervisor of Child Nutrition Department

JOB GOAL:

Employees in this classification perform extensive technology, financial, training duties specific to Child Nutrition such as word processing, remote desktop assisting, maintaining files, advanced computer technology skills knowledge and training

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Utilize effective oral and written communication skills in the Child Nutrition operation
2. Promote effective relationships in the Child Nutrition Department
3. Utilize and train in the usage of computer and other technologies in the Child Nutrition organization
4. Provide education for employees and support personnel
5. Comply with guidelines and department policies and procedures
6. Assure internal control of daily office operation
7. Assure that the food service operations meet the needs of all child nutrition customers
8. Participate in the operation of food service systems including procurement, food production and distribution
9. Participate in the management of human resources

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10. Participate in activities that promote nutrition and the Child Nutrition organization
11. Maintain all daily, monthly and annual financial reports for Child Nutrition, regular school, after school snacks and summer feeding programs
12. Monitor and verify school meal edits on a daily and monthly basis for all sites
13. Complete on-line State Claim Submission on MS State Ocean website for each Child Nutrition program to include NSBP Breakfast, NSLP Lunch, ASACP After School Snacks and Summer Feeding programs
14. Completion and submission monthly to Supervisor of Child Nutrition of monthly and YTD annual financial reports
15. Monthly bank statement reconciliations
16. Complete and submit monthly and annual Child Nutrition financial reports to GSD finance office to include bank statement reconciliations, cash deposits, reimbursement deposits online MySchoolBucks deposits, fruit and vegetable grant reimbursements, state supplements, rebates, in-district and contract billing and over/short reports
17. Maintain all records of monthly claims and audits utilizing the various software applications: Lunchbox V-8, MS State Ocean and Fundamentals
18. Continuous internal audits of all areas of the Child Nutrition program to include budget (McAleeer), student data and meals served (Lunchbox V-8), food inventory (Lunchbox Legacy), labor, employee leave, training needs (StaffFiles)
19. Obtain MS State Direct Certification monthly submissions via state department website and install application in Lunchbox system
20. Assist Child Nutrition program managers, via remote desktop, with all software applications, hardware devices, use of software programs, including trouble shooting and correction of issues and email usage and applications
21. Onsite training for Child Nutrition office staff in usage of all software applications
22. Manually correct server issues when access is no longer available to administrative staff and management
23. Prepare fiscal operational budget with Supervisor of Child Nutrition
24. Continually monitor fiscal budget throughout the school year
25. Set up vendor accounts in McAleeer system
26. Prepare and process all purchase orders for the CN program in McAleeer system
27. Process payment of all invoices in McAleeer system and ensure correct payment and balance of invoices and checks
28. Prepare invoices and collect for CN is district billing and contract billing
29. Request and reconcile petty cash funds and receipts
30. Maintain all employee time sheets in Attendance Enterprise time system
31. Maintain all employee leave in StaffFiles Child Nutrition program
32. Instruction of ServeSafe and certification of Child Nutrition employees
33. Maintain Child Nutrition website to include menu, newsletters, training, MySchoolBucks and all manager resources (Microsoft FrontPage and FTP)
34. Assist parents with their student accounts in Lunchbox V-8 and MySchoolBucks
35. All other duties as assigned

TERMS OF EMPLOYMENT:

239 days

EVALUATION:

Performance of this job will be evaluated annually in accordance with established criteria for classified personnel.