

**Central Valley School District
Job Description #810**

TITLE Food Service Bookkeeper I

GENERAL SUMMARY

The Food Service Bookkeeper I is directly responsible to the Director of Food Service.

ESSENTIAL JOB FUNCTIONS

This position could include but not be limited to the following duties:

1. Count daily receipts and prepare monies for bank deposit.
2. Balance monies, checks, run double tapes.
3. Prepare bank deposit. Order forms through bank and bags from Loomis.
4. Empty bags each night, distribute paperwork sent in.
5. Process change orders for schools and deliver upon request.
6. Tally up and balance Food Service receipts and ECEAP lunches and do end of month report.
7. Process and maintain print order requests for Food Service as necessary.
8. Create Food Service menu's for District and put on computer (Mac) for each school/building.
9. Create monthly calendar and distribute to all schools.
10. Maintain and distribute posters, forms, etc. for kitchens as the need develops.
11. Type correspondence and memos from supervisor as requested.
12. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
13. Perform related duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Food Service.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

QUALIFICATIONS

1. Demonstrated skill in use of district standard hardware and software.

2. Knowledge of office machines, i.e. copier, calculator, computer, laminator, etc.
3. Ability to count money accurately and quickly.
4. Ability to operate coin and currency machines.
5. Ability to use ten key calculator with speed and accuracy.
6. Excellent filing skills.
7. Knowledge of general bookkeeping procedures required.
8. Type 55 wpm with accuracy.
9. Working knowledge of school district food services.
10. Experience in National School Lunch Program and meal application approval desired.
11. Ability to work well independently.
12. Ability to relate to and work effectively with people.
13. Excellent public relations skills.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 11/87
Revised 10/01
Revised 4/03
Revised 12/03
Revised 11/04