

**Poquoson City Public Schools
JOB DESCRIPTION**

TITLE: Food Service Office Clerk and Department of Education (DOE) Liaison

This position is ____ exempt or ___ X ___ non-exempt

PRIMARY FUNCTION: The Food Service Office Clerk and DOE Liaison performs office work to include filing documents, completing forms, records, and other activities that are required of Poquoson City Public Schools to stay current and in good standing with all federal and state requirements pertaining to school nutrition.

MINIMUM QUALIFICATIONS: Has a high school diploma or the equivalent. Possesses a valid Virginia driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Has knowledge of inventory control processes and protocols
- Has experience using a computer, to include word processing, spreadsheets, and other office software
- Possesses excellent organizational skills
- Is able work from written instructions
- Has sufficient strength, agility, and dexterity and oral and written communication skills required to perform all performance responsibilities
- Works well with people and maintains a pleasant and positive attitude
- Learns procedures and new tasks quickly used to report information and maintain records to prepare required written and electronic reports

GENERAL PERFORMANCE RESPONSIBILITIES:

- Ensures guidelines are followed for the National School Lunch and Breakfast programs
- Works with FSMC to ensure menus are in compliance with National School Lunch and Breakfast guidelines
- Ensures that all reports and correspondences are accurate and turned in on time for reports to be sent to the State department
- Maintains all records for three years plus the current year
- Ensures all free and reduced applications are in compliance with guidelines and performs all required verification processes
- Completes accountability reports for each school by February 1 of each year
- Schedules appointment with State department for review each school year
- Attends supervisor meetings with State department
- Allocates donated commodity food items based on Food Service Director's calculation and maintains records of USDA allocations.
- Protects the confidentiality of students, as required by law
- Places preapproved food orders with various vendors for food service
- Posts accounts payable
- Performs various payroll activities for FSMC and PCPS
- Assists Food Service Director with clerical and office functions
- May be called upon to fill kitchen or line positions, as necessary
- Performs other duties as assigned by supervisors

TERMS OF EMPLOYMENT: 200 days per year; 5 hours per day, Monday - Friday. Wage according to School Board Pay Plan.

REPORTS TO: The Director of Food Services of the Food Service Management Company (FSMC) contracted with Poquoson City Public Schools, and to the Executive Director of Operations for Poquoson City Schools

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and regulations on evaluation of non-licensed personnel.

APPROVED BY DEPUTY SUPERINTENDENT: February 2010