

Food Service Secretary/Bookkeeper II

The Food Service Bookkeeper/Secretary, under the supervision of the Child Nutrition Services Director, shall plan, organize, and carry out assignments within the Food Service Department.

Specific Responsibilities

1. Maintain Financial Records for the Food Services Department

- a. Balance monthly bank statements and post to cash ledger as needed.
- b. Balance monthly statement with the daily Moneris deposits.
- c. Check all statements and invoices for accuracy of amounts due prior to payment.
- d. Be responsible for Food Service Accounts Payable in APSCN.
- e. Post revenue to APSCN.
- f. Prepare Use Tax figures for Food Service.
- g. Collect "hot checks" written to the Child Nutrition Department. Process according to Benton School District policy.
- h. Receipt any money sent to the Food Service Department; i.e.: rebates, invoices for goods or services, deposits for lunch accounts.

2. Prepare and Maintain Food Service Reports and Records

- a. Audit daily lunch and breakfast reports received from each school. Post the number of meals and ala carte items served and income received to Daily Meal Sales District Total Excel Spreadsheet.
- b. Maintain Edit Check 1 (daily) and Edit Check 2 (monthly).
- c. Monthly, complete the food and non-food inventory forms received from each school to show unit cost of each item listed and total value for number of units shown. Report this information on claim form.
- d. Prepare monthly claim for reimbursement report.
- e. Prepare annual Renewal Agreement and Policy Statement for National School Breakfast and Lunch Programs. When approved by Arkansas Department of Education Child Nutrition Unit (ADE-CNU) and returned, make copies for distribution to principals of each school for their files.

3. Determine and Maintain Free and Reduced Eligibility Numbers for the Benton School District.

- a. All through the school year, confirm all applications for Free and Reduced Price Meals. If correct, enter data into Etrition program.
- b. Maintain files of all applications. Send monthly Eligibility Reports from Etrition to the school secretaries, secondary managers, and Accu-Scan secretaries.

- c. Work closely with State Reporting Secretary to assure October 1 numbers are correct for the district.
- d. Send out letters of denial of benefits to all applicants not meeting Eligibility Guidelines.
- e. Perform Verification of Free and Reduced Applications annually, adhering to all deadlines imposed by ADE-CNU. Correspond with parents of students, requesting information to complete verification. Communicate with parents and schools if there are changes in eligibility because of verification of income.
- f. Annually send release to media announcing school policy for providing free and reduced price meals for children served under the National School Lunch Program.
- g. Annually make copies of current National School Lunch Applications for each child in the District along with a letter from the superintendent explaining the guidelines. Maintain copies of current application (English and Spanish) for distribution all during the school year.
- h. Send letter of approval to the parents of students automatically approved for free meals based on Direct Certification. Send a list of these eligible students to the schools. Send approval letters to households from additional matches during school year. Maintain correct designation in Etrition program.

4. Serve as secretary for the Food Service Department:

- a. Answer phones and relay messages.
- b. Type letters, memos, or documents as assigned.
- c. Place work orders in School Dude program or call repairman.
- d. Assist Child Nutrition Services Director in compiling bids, opening bids, and recording bid prices for milk, bread, small wares, food, and supplies.
- e. Assist Child Nutrition Services Director with special projects throughout the school year.

5. Substitute as cashier or Accu-Scan Secretary as needed.

- a. Operate computer using Etrition Program to charge students for meals.
- b. Enter money into student accounts.
- c. Prepare end of day reports and bank deposits.

3/16/15