

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional-Nutrition Services	Department: Nutrition Services	Unit: Office Professionals
Immediate Supervisor: Nutrition Services Program Supervisor	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Nutrition Services Program Supervisor, the Office Professional-Food Service is responsible for providing a variety of clerical and bookkeeping support activities and functions for Nutrition Services. Duties include but not limited to processing and recertifying free and reduced applications; preparing, reviewing and submitting department payroll information, monthly deposits and PCS reports; summarizing food requests and preparing invoices; and general office support functions, as needed.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes free and reduced applications for the District.
 - Applies eligibility guidelines and rules in determining free/reduced eligibility.
 - Prepares and submits approval and denial letters.
 - Updates and maintains rosters and lists.
 - Codes economic indicators.
 - Recertifies free/reduced eligibility annually.
2. Performs general bookkeeping and accounting functions for the department consistent with established District accounting processes and procedures.
 - Prepares and enters all Nutrition Service invoices in Skyward System accounts payable section.
 - Reviews, verifies and enters department payroll information into Skyward system.
 - Prepares monthly deposit reports and runs PCS monthly reports.
 - Summarizes and calculates food requests and prepares invoices.
3. Updates nutrition services web pages. Types and posts menus on web site.
4. Performs general clerical and office support functions for the department including:
 - Attends and takes minutes at staff and department meetings.
 - Provides receptionist services for the department. Takes calls; greets visitors; transfers or refers individuals to appropriate parties; provides general information as appropriate; takes messages.
 - Orders office supplies and materials.
 - Opens, sorts and distributes incoming/outgoing mail
5. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year clerical/secretarial and/or customer support experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: A valid MN Driver’s License or evidence of equivalent mobility.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of district staff, vendors, public, and other district personnel. • Performing general accounting/bookkeeping . • Prioritizing work and office organizational skills. • Establishing and maintaining eligibility records and other department records and files pertaining to free/reduced meal applications and/or nutrition records/reports/files. • Using and applying customized business applications and office productivity software. • Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules. • Performing duties requiring attention to detail, precision and accuracy. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	<u>N o n e</u>	<u>1/3 Less</u>	<u>1/3 to 2/3</u>	<u>Over 2/3</u>	<u>Lifting/Forcing Exerting</u>	<u>None</u>	<u>1/3 Less</u>	<u>1/3 to 2/3</u>	<u>Over 2/3</u>
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 6/2016 BCC</p>	

