

COLLEGE PLACE PUBLIC SCHOOLS

1755 S College Ave
College Place, WA 99324
(509) 525-4827

Position: Food Services Records Clerk

Responsible to: Business Manager

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Maintain a current food and beverage service worker permit;
- Knowledge of the USDA Nutritional Program;
- Knowledge of District student records and meal tracking systems;
- Knowledge of OSPI Child Nutrition procedures and report requirements;
- Knowledge of District procedures;

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 20% of the work day standing, reaching, bending, stooping, walking and ~ 75% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by supporting the Superintendent and Business Manager in leading College Place Public School's food service program.

Essential Job Results:

1. Maintain USDA Program requirements by understanding and implementing effective internal controls with the use of sound financial practices and District processes.
2. Manages the eligibility for students by processing food service applications and coordinating that process on the District's current student records digital data management system.
3. Support the Business Manager by gathering, analyzing and preparing reports from various food service program data and submitting information on behalf of the District as directed.
4. Assist the food service team to follow operational guidelines by coordinating training and conversations regarding local, state and federal program policies and procedures.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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5. Support Kitchen Managers by gathering and sharing data related to meal costs and counts.
6. Help control costs by monitoring and analyzing menus and program costs and reporting to the Business Manager.
7. Assist the food service team by coordinating meetings and managing a calendar of events and timelines and being available to assist in the kitchens when needed.
8. Support District Office results by maintaining some basic knowledge of responsibilities of other positions within the District Office to maintain services should key personnel be unavailable.
9. Acknowledge the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
10. Protect the District by keeping information confidential.
11. Maintain technical knowledge by attending educational trainings.
12. Contribute to team efforts by accomplishing related results as needed or requested by District Administration.

*** ~ denotes approximation

Employee's Signature

Date Received

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