Monthly Duties Include:

1. Check all delivery slips for pricing errors.
2. Complete purchase orders and submit to District Office Accounts Payable in a timely fashion.
3. Keep a monthly record of all expenses.
4. Office Duties:
5. Answering phones
6. Assisting patrons.
7. Accepting lunch payments.
8. Balance payments with the payment sheets from all schools and office.
9. Making Deposits.
10. Contact patrons about students’ negative lunch balances. Help find payment options that will work for Food Service Program and the patron.
11. Assist the supervisor when needed.
12. Attend classes pertinent to job efficiency.
13. Keep current on all rules and regulations.
14. Duties outside the office include:
15. Providing help wherever necessary.
16. Taking lunch count.
17. Delivering items to school.
18. Serving.
19. Helping pull items for deliveries to schools.
20. Hours worked weekly will vary depending on the time of year and need. The start of the year will require as much as 40 hours per week. The end of the year hours will vary according to need. Weekly hours otherwise will be approximately 3.9 hours per day 5 days per week. Time sheet will be turned in to supervisor on the 10th of each month.

Skills

* Computer Knowledge including Excel
* Organizational and time management skills
* Detail Oriented
* Ability to communicate and work well with others and to be a team player.
* Flexibility: duties could be added or deleted as time goes on.

The workplace is a public environment and professional standards are to be followed at all times. Good people skills (courteous and respectful to all patrons and employees) are required. Must have the ability to handle a stressful situation and work to find a resolution. Good communication skills with patrons and fellow employees and the ability to take direction are required.