**Job Description – District Food Supervisor Assistant**

**Monthly duties include:**

1. Check all delivery slips for pricing errors.
2. Have all billing ready for payment by the 10th of the month.
3. Keep a monthly record of all expenses.
4. Office duties include:
   1. Answering phones.
   2. Helping patrons.
   3. Taking lunch payments.
   4. Balance payments with the payment sheets from all schools and office.
   5. Making deposits.
   6. Assist in contacting patrons about students negative lunch/breakfast balances. Help find options that will work for Food Service and the patron.
   7. Assist the supervisor when needed.
   8. Attend bid openings.
   9. Attend classes pertinent to job efficiency.
   10. Keep current on all rules and regulations.
5. Duties outside the office include:
   1. Providing help wherever necessary.
   2. Taking lunch count.
   3. Delivering items to schools.
   4. Serving.
   5. Helping pull supplies for orders.
6. Hours worked weekly will vary depending on the time of year and need. The start of the year will mean as much as 40 hours per week to complete the free and reduced *and* all normal duties. The end of the year hours will vary according to need. Weekly hours otherwise will be 6 hours a day 5 days a week. Time sheet will be turned in to supervisor, the 10th of each month.

**Skills:**

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.

**Free and Reduced**

Updated Free and Reduced applications must be ready and distributed to all schools for beginning of year registration days. Applications need to be picked up each day from the schools and reviewed for any errors. Applicants will be contacted and corrections made if necessary. The Assistant must make sure new applications are completed each year. Notification of approval or denial must be made in the time allotted by state standards. Applicants who have not turned in a new application must be contacted either by mail or by phone within 30 days of the start of school. The Civil Rights Report must be completed submitted by mid October. The Verification Report must be completed and submitted by mid November. All Free and Reduced work is to be done in addition to regular duties.