

South Tippah School District
Food Service Assistant
Job Description

Qualifications:

High School Diploma

Reports To:

Food Service Director

Job Goal:

To aid the director in providing each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring

Duties & Responsibilities:

1. Accounts Payable for all five cafeterias (keying invoices, purchase orders & printing checks for cafeterias and administrator)
2. Write receipts to each cashier for the amount of deposits made for the week
3. Print bank reconciliation from POS software (Newton) to verify deposits are correct
4. Post receipts into Marathon
5. Compare invoices to extra sales items with the amount of deposit of items sold in order to verify a profit
6. Balance bank statement each month & print board report
7. Prepare claim for monthly reimbursement for district which includes computing each month's labor hours per cafeteria and counting snack sheets from the 21st Century Program
8. Order produce and ice cream for all five cafeterias each week
9. Process meal application forms received from students manually and electronically
10. Train and assist all cashiers on Newton point of sale software and solve any problems they may have regarding student accounts
11. Assist with yearly verification process
12. Compute inventory for each cafeteria at year end
13. Prepares end of year closing and beginning of year start up processes with MCS
14. Assists Director with all duties and responsibilities as needed.

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Food Service Director in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____