

TITLE

Administrative Assistant to Food Service Director

ESSENTIAL FUNCTIONS

- Help answer the phones and work the front desk when necessary.
- Enter Workman's Comp claims online; help with health insurance when we have new enrollments or changes; also may record these enrollments online or FAX.
- Order the food and commodities for each school and keep an inventory of commodities. This is done weekly. Get the purchase orders for the cafeterias and order their supplies. Must notify maintenance whenever something in the cafeteria needs repaired. At the end of the month, each school brings in their monthly reports and deposit slips. Copies are made of the deposit slips and the information is gathered from the reports and make a deposit to the Trustee's office. Other information is taken from the reports and sent to the Finance office. A report is printed that is used to get a reimbursement claim ready to send to the State. An edit is done to check of each school before this is done and if there is a problem, it has to be corrected before a claim is filed. When reimbursement check is received, get a deposit ready and it is taken to the bank. Copies of the check and deposit slip are made and FAXed to the Trustee's office. Must balance with the Trustee each month. A list of invoices is written down before sending to the Finance office. When the information is received for lunch forms, it is sent to the Fentress Courier for print. Make the copies needed and attach to the lunch application. Applications are then sent to the schools. Verification begins in October and has to be completed by November 15. The school cafeteria managers have been doing verification, but the State says it needs to be done in the Central Office, so we are going to try to do it next school year.
- Help with the summer feeding program. Do the paperwork for the reimbursement of the food for this program.
- Before school starts, cafeteria manager's packets, with copies of the paperwork each manager needs, is put together and given out at our first meeting.
- When necessary, attend State meetings and occasionally have meetings with the school cafeteria staff. Visit the cafeterias in each school.
- When necessary, help get payroll ready to be handed out.

