

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE TECHNICIAN SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical, administrative, and technical bookkeeping/accounting work to support the operations of the School Nutrition Services Department. Work involves processing purchase requisitions and invoices for food, supplies, equipment and services for School Nutrition programs, maintaining accurate financial records, processing Free and Reduced-price meal applications, reviewing and correcting payroll documents for assigned schools and supporting special projects as assigned. Work requires the employee to receive information and enter appropriate data into computer records, and includes contacting appropriate personnel to clarify or resolve discrepancies in data received. Employee is also responsible for preparing and distributing miscellaneous correspondence, maintaining files, answering telephones, and providing information in response to inquiries. Employee must exercise independent judgment and utilize discretion to respond quickly to daily emergency food situations or equipment breakdowns. Employee serves as the primary liaison between Cafeteria Managers and vendors, and between managers and the SNS central office. Duties assigned to employees in the position may vary according to specific needs of the office and/or proper allocation of workload. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Verifies, and edits market orders to ensure that food, paper, chemical and commodity items are ordered in appropriate quantities following SNS departmental guidelines.

Exercises independent judgment and utilizes discretion to respond quickly to daily emergency food situations, employee absences or equipment breakdowns.

Verifies completeness of free and reduced-price meal applications and inputs data to determine student eligibility for federal meal benefits. Researches and answers questions concerning free or reduced-price meal status in accordance with federal regulations.

Performs technical accounts payable functions including receiving and reconciling invoices to purchase orders, resolving discrepancies in data received, ensuring information on invoices is correct and accurate, entering invoice data into computer records and reviewing check register for accuracy before checks are released to vendors.

Verifies and reconciles monthly reports, and assists in reviewing cafeteria timesheets, leave requests and turn-around documents of assigned schools.

Answers a variety of phone call questions related to free and reduced-price meal applications,

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student lunch status, delivery questions, staffing needs, payroll concerns, computer software concerns, etc.

Contacts and confers with vendors and school cafeteria managers to solve delivery problems, food shortages, and discrepancies in purchase orders, vendor invoices and associated records.

Audits invoices, assigning vendor numbers to invoices and batching invoices for processing.

Verifies and reconciles monthly reports, assists in reviewing cafeteria timesheets and leave requests and TACS documents of assigned schools.

Faxes Product Quality/Vendor Service Reports to vendors and tracks receipt of requested credits.

Alerts appropriate supervisor to problems and training needs of assigned schools.

Answers telephone, receives and responds to inquiries, and provides information to callers based on knowledge of school nutrition programs or refers callers to proper officials; records and relays messages as necessary.

Monitors accuracy of cashier computer rosters and meal participation records. Confers with managers and section leaders to resolve discrepancies discovered.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; selects data from varied sources and summarizes information for standard reports and forms, including reports as required by local, state and federal oversight agencies.

Attends appropriate software training courses.

Reviews and edits monthly inventories.

Contacts appropriate personnel to clarify or resolve discrepancies in data received and corrects inaccuracies.

Assists with meetings or training to facilitate the success of site-based managers and cafeteria personnel.

Provides computer training to school and department personnel as it relates to payroll.

Prepares, verifies and enters data for semi-monthly and/or monthly pay periods for employees at assigned schools.

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Answers employees' inquiries pertaining to departmental calendar, payroll schedule, paychecks, payroll policies and procedures and related matters.

Employees in this classification will be responsible for a given list of special assignments which will be assigned for a minimum of one year. Special assignments are listed separately on the attached appendix.

ADDITIONAL JOB FUNCTIONS

Prepares, copies, packages and delivers a variety of correspondence and forms for courier and mail.

Sorts mail, sends facsimiles, and performs other miscellaneous duties.

Prepares and sends uniform shirts and orientation materials to new employees at assigned schools.

Performs other related work as required.

SPECIAL ASSIGNMENTS

May provide administrative and clerical support in the hiring process by assisting applicants in completing applications, scheduling applicant interviews, checking references and completing appropriate hiring forms.

Notifies Stand-By Managers and Stand-By Assistants of work assignments.

Maintains department employee data files; prepares, distributes, receives and files human resource related correspondence, and keys employee data into appropriate computer records.

Maintain file of active Guilford County Schools subs, and secure temporary employees as requested.

Maintain accurate workers' compensation file for department; securing required documents for each claim.

Prepares training class rosters and training materials, catalogs training materials, and oversees check-out of training materials.

Prepares bid documents, enters product descriptions and vendor bid data in computer records, researches state contracts to determine if needed items are on contract, and prepares order forms.

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Maintains current product information and prices in data base, prepares and prints new Market Order forms, and updates CMS fiscal year data.

Processes all non-Market Order purchase requisitions and invoices. Voids cancelled purchase orders.

Pulls weekly grocery orders via internet from local school cafeterias.

Pays direct purchase orders for non-routine vendors.

Updates departmental website.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by course work in purchasing, bookkeeping, accounting, secretarial science or a related field, and 3 to 5 years of clerical and/or technical purchasing, bookkeeping, accounts payable, or related experience, with an Associate's Degree preferred and considerable computer knowledge and skills; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, etc. Must be able to exert up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for Light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, invoices, applications, purchase orders, catalogs, etc. Requires the ability to prepare correspondence, logs, purchase orders, requisitions, reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to calculate percentages and decimals; and to compute ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to multitask and to navigate multiple computer systems while performing multiple customer services such as answering phone calls or visits from parents, vendors, administrators and SNS employees regarding multiple subjects.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of methods, tools, techniques, and practices of office administration.
Considerable knowledge of and ability to use grammar, vocabulary, spelling and punctuation.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

Considerable knowledge of common word processing, spreadsheet and file maintenance programs.

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Skill in preparing and maintaining payroll records, worker's compensation records, food order/inventory records and free/reduced meal applications through various data processing means.

Considerable knowledge of the use of computers and peripheral equipment to process, record and transmit data.

General knowledge of state, local and school system fiscal regulations, policies and procedures.

General knowledge of accounting and office practices, methods and procedures used by the school system.

General knowledge of school system organization and operational policies and procedures.

General knowledge of the principal of organization and administration.

Some knowledge of public sector purchasing principles, practices and procedures.

Ability to use a variety of popular office machines, including a computer terminal, calculator and facsimile machine.

Ability to organize and effectively process and maintain financial, purchasing, and Free and Reduced Price meal program records and files, and prepare reports from them.

Ability to analyze and record information and to balance figures.

Ability to learn, interpret and explain school nutrition program policies, regulations and programs.

Ability to explain payroll and related personnel process to SNS employees.

Ability to understand and apply laws, regulations and policies to the maintenance of department records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment, discretion and initiative when responding to non-routine situations, resolving problems and making improvements in the office operation.

Ability to establish and maintain effective working relationships with other employees and the general public.

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Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.