

- (14) Communicate with and train managers on reports for participation, revenue and expenditure information under the supervision of the Director.
- (15) Perform all food service accounting for the Summer Food Service Program for children.
- (16) Compile and disseminate information related to food service accounting under the director of the Director.
- (17) Maintain procedures related to food service accounting under the director of the Food Service Director
- (18) Interface food service accounting matters with Finance Department
- (19) Assist in entering information from the free and reduced price meal applications using automated system
- (20) Answer questions from parents/guardians and schools regarding meal program information
- (21) Use discretion in handling confidential free and reduced price meal program information
- (22) Provide guidance to school's food service operation on the point of sale system
- (23) Perform other general office duties as necessary
- (24) Provide information to auditors
- (25) Maintain files and forms
- (26) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (27) Perform all other non-instructional duties a requested by department director

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: February 2004
Amended: February 16, 2016