

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE SPECIALIST TO THE DIRECTOR OF STUDENT NUTRITION**

**Reports To: DIRECTOR OF STUDENT NUTRITION**

**General Job Description:**

Working under general direction of the Director of Student Nutrition to provide assistance in district's food service operation.

**Essential Duties and Responsibilities:**

1. Assist the Director in management of the district's Free and Reduced Price Meals Program to assure compliance with Federal guidelines.
2. Provide assurance of enforcement of State and Federal regulations relative to nutrition standards including reports and record maintenance for audit and review purposes.
3. Plan and analyze school menus using USDA meal patterns and nutritional requirements, including menu adaptations for students with special needs.
4. Maintain purchasing system in compliance with USDA and State purchasing guidelines.
5. Assists and performs as needed general bookkeeping duties including reconciling data for State Reimbursement Claim, daily school meal counts, catering and billing, and reconciliation of school cash deposits.
6. Assists and performs as needed general office duties including office memorandums; purchase orders; maintenance of office files, employee timesheets, leave forms, and mileage reimbursement.
7. Assist the Director in the management of Food Service operations including recruiting, hiring personnel, orientation and training of new employees.
8. Coordinate Food Service equipment maintenance and building repairs with appropriate District personnel or private service providers.
9. Assist the Director in determining food costs and pricing, y compiling, submitting and determining awards yearly for all commercially purchased Food/Non-Food Bids and the Commodity Food Bid.
10. Update Computer System with all changes to the bid pricing, and all computer rollover and star-up for each school year.
11. Prepares all school year menus, recipes, calendars and production masters for kitchens.
12. Oversees the Central Office operations between the kitchens and the central warehouse for ordering.
13. Prepares reports submitted to the Stars Coordinator.
14. Coordinates, oversees and implement all IT work for the Food Service Department with the District IT Department and outside computer support vendors for the Food Service computers.
15. Responsible for the coordination of records in preparation for State Audits and Inspections.
16. Assist the Director in management of all Food Service Operational Programs.
17. Coordinate and assist the Director in the operation of District Kitchens and distribution of food to satellite school kitchens.
18. Ensures that the Director is informed of all operational issues and decisions.
19. Knowledge of computer systems, including data bases and word processing programs.
20. Knowledge of personal and professional task management through the use of technology.
21. Knowledge of general office machine operation, including typing and 10-key calculator.
22. Knowledge of Food Service Safety and Health Requirements.
23. Knowledge of basic mathematical functions.,
24. Maintain confidentiality with sensitive matters and treat people professionally.
25. Report to work on time and work no less than 7 hours per day.
26. Communicate in oral and written forms well.
27. Possess organizational skills and be flexible and able to prioritize tasks.
28. Work with a wide variety of individuals in a highly stressful environment.
29. Maintain accurate and detailed records.
30. Work independently with very little supervision
31. Make audio/visual discrimination and perceptual needed for making observations, communicating with others, reading, writing and operating assigned equipment.
32. May be required to perform other related functions as assigned by the supervisor.

**ADMINISTRATIVE SPECIALIST TO THE DIRECTOR OF STUDENT NUTRITION (CONT'D)**

**Supervisory Responsibilities:**

1. Clerical Staff

**Qualifications:**

1. Associate Degree or equivalent training.
2. Five (5) or more years of experience in working with food service, kitchen management, transportation, and distribution of food, and catering services in the public school environment.
3. Valid Drivers' license and Car Insurance (if traveling from site to site).

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Work 260 days and salary to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**