

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

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| TITLE: District Office Specialist II – Food Service | |
| REQUIREMENTS: Approved for employment through an Oregon School based fingerprint screening. | REPORTS TO: Food Service Supervisor |
| EDUCATION: High School Diploma or GED Equivalent, Associates Degree and/or Business and Office Management or related field preferred. | FLSA Status: Non-Exempt |
| LENGTH OF WORK YEAR: | 260 Days/year |
| EVALUATION: | Performance of this job will be evaluated annually in accordance with Klamath County School District policies. |
| GENERAL JOB DESCRIPTION: | <p>To provide the support needed for the Food Service Supervisor that results in the efficient operation of the Food Service Department.</p> <p>Physical Abilities to adhere to the OSHA and district safety regulations. Work within the district's communicable disease control plan (Blood Borne Pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. This position is considered a safety sensitive position.</p> |

Minimum Qualifications

1. High School Diploma or GED Equivalent, preference given to applicants with Associate's Degree and/or business and office management education and experience.
2. Knowledge of business English, modern office practices and procedures.
3. Knowledge of methods and practices used in record keeping or bookkeeping practices.
4. Proficient skills in keyboarding, word processing, data entry, and file maintenance.
5. Ability to develop and maintain spreadsheets. MS Excel knowledge and experience.
6. Experience and/or education in computer (hardware and software) operations, including: word processing, spreadsheet development, and databases.
7. Must perform mathematical computations accurately.
8. Must perform well under pressure (both time and quantity).
9. Must work autonomously as well as collaboratively
10. Must respect confidential information.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited to)

1. Be knowledgeable of school policies and procedures and convey them.
2. Make monthly reports as required by department, district and state
3. Keep records and files in an organized system.
4. Track district inventory. Work closely with warehouse staff to determine weekly inventory and deliveries.
5. Maintains the purchasing system of secure food and supplies used by the school district.
6. Help oversee the scheduling maintenance and repair of all kitchen equipment.
7. Plan and organize operation of department activities and procedures.

8. Oregon State audit preparations and providing proper audit documentation.
9. Perform Data entry tasks for ODE, including but not limited to CNPWeb, CEP Certs. and EGMS
10. Manage Food Service Grants including but not limited to Farm to School, Summer School, etc.
11. Regular attendance is an essential function of this position.
12. Perform other duties that may be assigned by the supervisor or designee
13. Complies school meals and reports findings in a timely manner to the ODE Nutritional Programs.
14. Support cafeteria managers with monthly inventories, ordering, reports, provides forms and answers questions.
15. Attends meetings as required by the Nutritional Services Supervisor, including necessary trainings by the State or training as part of continuing education standards.

PHYSICAL REQUIREMENTS (Mark appropriate box)

| LIFTING | | | | | |
|---|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | | x |
| 11-20 lbs. | | | | x | |
| 21-50 lbs. | | | x | | |
| 51-75 lbs. | x | | | | |
| 76-100 lbs. | x | | | | |
| > 100 lbs. | x | | | | |
| Maximum amount lifted by worker without assistance: 50lbs | | | | | |
| If required, lifts over 50lbs. are performed with two or more people or lift devices. | | | | | |

| CARRYING | | | | | |
|--|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | | x |
| 11-20 lbs. | | | x | | |
| 21-50 lbs. | | x | | | |
| 51-75 lbs. | x | | | | |
| 76-100 lbs. | x | | | | |
| > 100 lbs. | x | | | | |
| Maximum amount carried by worker without assistance: 50 lbs | | | | | |
| If required, carrying over 50lbs lbs. are performed with two or more people or lift devices. | | | | | |

| PUSHING/PULLING FORCE TO BE EXERTED | | | | | |
|---|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | | x |
| 11-20 lbs. | | | x | | |
| 21-50 lbs. | | x | | | |
| 51-75 lbs. | x | | | | |
| 76-100 lbs. | x | | | | |
| > 100 lbs. | x | | | | |
| Maximum weight of object pushed/pulled by worker: 50 lbs. unless assisted with a device | | | | | |
| Distance: 75 feet Type of Surface: (i.e. level, carpet, tile): Any | | | | | |

| ENVIRONMENT (WORK CONDITIONS)* | |
|--------------------------------|---------------------------------|
| Works Inside 99% of the time | / Works Outside 1% of the time. |

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| Temperature Extremes: No |
| Works on or around moving machinery or mechanical parts: Yes |

*Varies by location and season of the year.

| OTHER PHYSICAL DEMANDS | | | | | |
|-------------------------------|-------|----------------|-----------------------|----------------------|-------------------------|
| Activity | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| Bend/Stoop | | | X | | |
| Twist | | X | | | |
| Crouch/Squat | | X | | | |
| Kneel | | x | | | |
| Crawl | X | | | | |
| Walk-Level Surface | | | | | x |
| Walk-Uneven Surface | | X | | | |
| Climb Steps | | x | | | |
| Climb Ladder | | X | | | |
| Work at Heights | | X | | | |
| Reach at or Above Shoulder | | x | | | |
| Reach Below Shoulder | | | | | X |
| Use of Arms | | | | | X |
| Use of Wrists | | | | | X |
| Use of Hands | | | | | X |
| Grasping/Squeezing | | | | | x |
| Operate Foot Controls | x | | | | |

| ENDURANCE | | | | | | | |
|------------------|-------|----------------|-----------------------|----------------------|-------------------------|----------------------------|------------------------------|
| Activity | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% | Total Hours At One Time | Total Hours In A Work Day |
| Sitting | | | | | x | 2 Hours | 8 Hours |
| Standing | | | x | | | 2 Hours | 8 Hours |
| Walking | | | | | X | 2 Hours | 8 Hours |
| Change Positions | | | | | x | | |

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date

Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Print Name

Prepared by: _____ Date: _____

Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date