



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Café 110 Assistant	Department: Nutritional Services	
Immediate Supervisor's Position Title: Director of Nutritional Services	FLSA Status: Non-Exempt	Classification Level: Grade 10
Job Summary: Under the guidance of the Director of Nutritional Services, the Café 110 Assistant is responsible for managing and Point of Sale software (e.g., Wordware) to ensure all student information is accurate and updated; communicating with all department customers including parents, students, employees and outside organizations regarding meal accounts, maintaining inventory of vending machines and ordering supplies for vending machines; managing and performing maintenance to student lunch accounts; performing year end food reports and providing general administrative support services for Nutritional Services.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all necessary maintenance and updates to the Nutrition Services Point of Sale software (e.g., Wordware) to ensure its accurate processing and accounting for food services. Performs such duties to include:
 - a) Uploads student information from the student information system into Wordware assuring all data is accurate.
 - b) Updates point of sale menus, users, student enrollment status, parent email contacts.
 - c) Processes all point of sale food lines and runs daily reports, charging off-site schools, tracking, and processing any donations.
 - d) Creates new accounts, assigns students to families, enters any student allergies, control spending limits, charging for special events.
 - e) Tracks and handles any negative accounts.
 - f) Trains cashiers on the Point-of-Sale system processes and procedures and assists cashiers with any problems or concerns.
 - g) Performs year end processing.
- Serves as department point person for all school district communication regarding student and employee account balances and activities, as well as out-of-district programs including meal services for Intermediate School District 288. Answers questions from parents, students, employees and outside organizations concerning account balances.
- Oversees six vending machines via web-based software to include:
 - a) Selects vendors, products, inventory amounts and pricing for ala carte menus and vending machines at secondary schools.
 - b) Maintains item inventories, researches pricing, and places vending orders.
 - c) Fills vending machines and monitors expiration dates of food items.
 - d) Counts vending monies, runs sales reports, prepares bank deposits.
 - e) Cleans and fixes vending machines or deals with vendors over issues.
- Provides a variety of clerical and administrative support functions for the department to include such examples as:
 - a) Creates and updates the Cashier Manual.
 - b) Copies and duplicates materials needed, as requested.



- c) Answers department phones, provides routine information, or refers callers to appropriate parties.
 - d) Researches pricing on food orders and assists in, placing food orders.
 - e) Compiles and enters census data into Café 110 census file.
- Performs year end processing of accounts to include such tasks as:
 - a) Tracks senior student accounts and determine which accounts require refunds.
 - b) Processes refund checks and follows up with school office on any negative accounts prior to student graduation.
 - c) Sends out donation letters to parents.
 - d) Runs department required year end food reports for the Business Office and Director of Nutrition Services.
 - e) Submits paperwork for special billing accounts.
 - Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, district health and/or safety meetings.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
	High school diploma or GED.			
x	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamentals of general office procedures and practices of the district. • Knowledge of office etiquette and customer service procedures and routines. • Knowledge of Point of Sale application and reports. • Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Basic fundamentals of computer operation and use. • Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, etc.) • Knowledge of specialty software utilized by department including POS (Wordware), Infinite Campus and Vendovation software. • Knowledge of purchasing and ordering operations and district procedures. 		
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:

Requires a minimum of 3 years of experience in a customer service, cashier and/or administrative support nature.

**LICENSE/
CERTIFICATION****Identify licenses/certification required upon hiring:**

None

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK****Skilled in:**

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students and the public.
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility
- Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g., Excel, Word, Point of sale software, Infinite Campus, etc..).
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Ordering vending supplies, maintaining, and filling machines, counting, and processing monies from each vending machine.
- Uploading, verifying, and updating all information necessary to accurately record, process and maintain student accounts in the POS system in accordance with district practices.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Performing cashier duties and responsibilities, as a backup.
- Trains cashiers in the performance and use of POS software and address any concerns or rises that may arise.
- Creates and performs maintenance and updates to all student accounts.
- Processes year end reports, refunds, and monitors/tracks student lunch accounts for low balances.
- Compiling and assembling food service reports.
- Performing duties and tasks that require considerable attention to detail, precision, and accuracy in recording, entering, tracking food service record maintenance activities.
- Operating and using general office requirement including, copies, fax machines, duplicating equipment, internet, telecommunications equipment, and voice mail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

This position performs administrative support functions and performs duties primarily in a typical school office setting with a minimum of environmental hazards or risks associated with the performance of job duties.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

SECTION IV: CLASSIFICATION HISTORY

Classification History:

Description created 09/2021 by BCC.