

Anoka-Hennepin Independent School District #11
Job Description

Title: Child Nutrition Business Specialist
Department: Child Nutrition Programs
Reports to: Director of Child Nutrition Programs
Prepared Date: October 2, 2013

SUMMARY OF RESPONSIBILITIES

Assume general administrative responsibility for the business affairs and information technology of a large food service operation including finance, technology and regulatory compliance for the Child Nutrition Programs (CNP); supervise department secretaries and the Technology Support Technician and direct their work; assist Director and Assistant Director with the development and implementation of new process and procedures.

DUTIES AND RESPONSIBILITIES

- Develops and coordinates the department's financial planning, and monitoring including revenue/expenditures, requisitions, State and Federal reimbursement procedures, inventory, and annual audits.
- Prepares and presents all financial reports to program and district administrators to assist in decision making.
- Assists the Child Nutrition Director in the development of annual department operating budget.
- Oversee and evaluates the free and reduced-cost meal application process; maintains CNP database, meal database, cash handling and reconciliation and maintains meal accountability.
- Directs the CNP Information Technology functions; determines hardware and software needs, resolves technology issues, coordinates with CNP Technology Support Technician who configures and installs new hardware and software, coordinates with IT and CNP Supervisor of Site Operations and Food Safety; oversees updates to the CNP website.
- Assures CNP compliance with local, State and Federal regulations; coordinates audits for Child Nutrition Programs with Minnesota Department of Education (MDE) and United States Department of Agriculture (USDA) and the school district; provides technical assistance for regulatory compliance.
- Provides direction for office staff and Technology Support Technician, determines work priorities and delegates tasks appropriately; ensures timely execution of duties; conducts performance evaluation and provides feedback; participates in the interview and selection of new employees; makes recommendations concerning staffing; disciplines assigned staff according to district policies and procedures.
- Assists with strategic and operational planning.
- May assist with menu planning and cost reporting.
- Interprets policies and procedures, and assures the consistent interpretation and application of State, Federal and Anoka Hennepin rules, regulations and policies; may assist in the development of operating processes and procedures. Responsible for continuous process improvement for assigned functions.

- Compiles operational statistics and comparisons; assists with regulatory program reporting; maintains records to meet state laws, program requirements, and quality standards.
- Encourages and represents a positive relationship between Anoka Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents and customers.
- Maintains confidentiality of all CNP and Anoka Hennepin related business.
- Assists in development of effective marketing, merchandising and promotional plans.
- Implements strategic plans to achieve department and organizational goals.
- Performs other duties as assigned by Director of Child Nutrition Programs.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business Administration and/or Accounting, and three years experience in business support, specifically accounting functions. Previous supervisory experience preferred. Food service experience in an educational setting preferred.

KNOWLEDGE, SKILLS & ABILITIES

Federal, state, and local codes and regulations governing food handling and public nutrition services.
General principles and practices of public sector administrative management.

Fund and cost accounting concepts and procedures.

Procedures and standards for budgeting and managing Federal and state special funds and grants.

Principles of record keeping and records management.

Customer service and public relations methods and practices.

Interpreting and applying applicable Federal, state and local rules and regulations; and Anoka Hennepin policies.

Monitoring and reviewing financial transactions, and assuring compliance with all regulatory requirements governing public sector financial activities.

Reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.

Using complex computer skills including accounting and financial spreadsheet software applications to sort data and generate reports.

Controlling receipt and disbursement of special funds and grants.

Using initiative and independent judgment within established procedural guidelines.

Assessing and prioritizing multiple tasks, projects and demands.

Establishing and maintaining effective working relationships with co-workers, clients and families.

Communicating effectively verbally and in writing.

Interpreting information and data effectively.

Performs other tasks and assumes other responsibilities as directed.

WORK ENVIRONMENT

Lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Must be able to lift at least 25 pounds frequently, and 50 pounds occasionally.

Generally the job requires 80% sitting, 10% walking, and 10% standing.

This job is performed in a generally clean and healthy environment.