



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Food Service Accountability Specialist
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Director of Food Services

**Position Summary:**

The Accountability Specialist for Food Services will serve as the primary District support to the Food Services Department. The Accountability Specialist will also be required to exercise direct supervision over assigned clerical support staff as needed and interact daily with District Food Services Vendor.

**Essential Functions:**

- Prepare confidential reports relating to USDA/DESE Free & Reduced Meals Program applications for District students
- Communicate and coordinate with District Food Services vendor regarding District and vendor responsibilities as it applies to meals applications and reporting
- Develop and provide training to school and office staff on USDA/DESE Free & Reduced/Food Services meals application and reporting procedures
- Track meal counts weekly and prepare monthly reimbursement revenue reports for DESE
- Annually oversee the processing and certification of approximately 30,000 meal applications
- Establish and implement procedures for distributing materials and information including but not limited to Direct Certification and Free & Reduced Meals applications to schools and sites prior to the start of a school year as well as prior to and after established benefits cut-off date(s)
- Ensure that DESE required USDA Free & Reduced Meals Program District Verification is completed successfully and on time
- Ensure maximum submission rates for Free & Reduced Meals Program applications, through direct and frequent communications with school principals, site directors and appropriate District departments are submitted in a timely manner and appropriate departments and staff are informed as appropriate
- Assist with internal and external food service audits
- Perform other duties as assigned

**Experience:**

- Associates Degree with graduation from high school or high school equivalency

**Education:**

- Minimum 1 year experience with procedures and policies relating to processing and certification of Free and Reduced Meals Program applications, as well as DESE required verification procedures
- Minimum 2 years experience with administrative support to management staff involving frequent customer/public service contact



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**Knowledge, Skills and Abilities:**

- Knowledge of food service program requirements
- Excellent communication skills to work with the media and stake holders to publicize the nutrition integrity of school meals; highly developed interpersonal skills for establishing and maintaining relationships with vendors and District staff
- Mastery of modern office methods, practices, procedures and equipment including but not limited to programs such as Microsoft Word, Microsoft Power Point, Microsoft Outlook, Microsoft Excel, Horizon/V-Boss and One Source
- Must possess excellent presentation and communication skills (written and verbal). Mastery skills in English usage, spelling, grammar and punctuation with ability to compose letters and memoranda
- Demonstrate a high level of organizational proficiency with the ability to coordinate and develop several complex projects with a high degree of skill, accuracy and speed
- Must be able to functional independently and make good judgment decisions
- Strong management skills required

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**



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**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*