



2.6C

POSITION DESCRIPTION

Food Service Free and Reduced Accounts Manager (FRAM) Lead Meal Checker / Food Service Secretary - Class 1B

QUALIFICATIONS

1. Minimum high school diploma or equivalent.
2. Food service experience preferred.
3. Serve Safe Certificate.
4. Coursework and/or experience working with office machines and practices.
5. Demonstrated aptitude or competency for assigned responsibilities.
6. Ability to work and communicate effectively with school personnel, students, and the public.
7. Ability to maintain accurate records and keep information confidential.
8. Ability to supervise and evaluate Meal Checkers. Assists with problem-solving computer issues.
9. Computer experience and the ability to use various computer programs.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director.

SUPERVISES: Food Service personnel under his/her jurisdiction; Meal Checkers.

JOB GOALS: Contribute to the efficient operation of the Food Service Office and Department. Perform usual office routines and practices associated with a busy, yet productive and efficiently run office.

PERFORMANCE RESPONSIBILITIES

1. Greet all visitors courteously, determine their needs, and assist in resolving their requests or issues.
2. Manage the day-to-day operations of the District Food Service Office. Receive and route all incoming calls.
3. Coordinate requests for PTO and maintain the Food Service employee work schedules. Assign floating positions, and arrange for training.
4. Update information on the computer system to reflect the most current information needed to operate the Point of Sale Systems and Free/Reduced Applications systems at all schools. Coordinate the maintenance of POS computers. Update any necessary computer software as needed for Food Service Operations.
5. Promptly and professionally address questions, concerns, and complaints regarding Meal Accounts. Assist the Food Service Personnel with maintaining accurate student account records and reports.
6. Assert confidentiality when receiving, processing, or discussing various status or eligibility situations of students and their households. Perform state reports and duties required by the Wisconsin Department of Public Instruction. Maintain household records. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced-price meals.



7. Confirm the meal pattern requirements specified by the U.S. Department of Agriculture and the State of Wisconsin are followed by all Meal Checkers. Completes the annual Monitoring Report.
8. Completes the Annual Verification Report and submits it to the Wisconsin DPI.
9. Maintains the Direct Certification List of students, and assists in the EBT process.
10. Completes the required hours of Professional Standards for School Nutrition Professionals.
11. Files correspondence and other records depending on the practices of the Food Service Office. Prepares parcels for mailing or shipping. Arranges the repair and upkeep of office machines. Orders and maintains the office supply inventory.
12. Performs other tasks and assumes other responsibilities within the overall scope of the position that the Food Service Director may assign.

WORK SCHEDULE

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding ½ hour for a duty-free lunch, unless other arrangements are made by the supervisor and approved by the District Administrator. Most individuals in this category will work 7 to 7.5 hours per day, as individually directed by the Food Service Director.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Services Personnel.

REVISED: 1-24-2025

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.