



**METROPOLITAN SCHOOL DISTRICT
WASHINGTON TOWNSHIP, MARION COUNTY
8550 Woodfield Crossing Boulevard, Indianapolis, Indiana 46240**

POSITION:	Child Nutrition Assistant
CALENDAR LENGTH:	260 Paid Days (Year Round)
LOCATION:	Community & Education Center
WORK SCHEDULE:	Mon – Fri (8:00am – 4:30pm)
CLASSIFICATION:	Office Personnel – Level 4
STATUS:	Hourly
SALARY RANGE:	\$15.60 - \$16.73 (\$32,448 to \$34,798 annually)

JOB OBJECTIVE:

The Child Nutrition Assistant reports to the Supervisor of Child Nutrition providing assistance and support to the federally funded School Nutrition Program.

QUALIFICATIONS:

- All candidates must have high school diploma and/or equivalent.
- Additional training in computer skills utilizing Microsoft Word, Microsoft Excel, Google Docs, Google Sheets and Google Drive.
- Contributes to a positive, collaborative and professional team environment.
- Possess good organizational skills, detail oriented and flexible.
- Displays excellent work ethic and reliability.
- Knowledge of basic bookkeeping and record keeping skills is essential.
- Excellent verbal and written communication skills to interact with parents, school administrators, staff and public/private agencies to promote and enhance the child nutrition program.
- Access to reliable transportation during working hours, travel may be required between schools.
- Highly organized and detail oriented.

PERFORMANCE RESPONSIBILITIES:

- Assist with collection efforts of student meal account debt.
- Work with parents in increasing participation with MyPaymentsPlus system.
- Assist with cash bank deposit reconciliation and over/short spreadsheets.

- Maintain records of revenues and expenses by school site as collected with the business office FMS files.
- Assist with tracking of employee's Professional Development hours as required.
- Maintain a current and updated equipment inventory by school, tracking purchases and repairs.
- Orders office and computer supplies for daily operations.
- Prepare and track invoices for catering and special events.
- Assist with contacting potential employment candidates for interviews and checking references.
- Assist with processing of monthly claims for reimbursements and preparation of annual financial reports.
- Assist with free and reduced application processing letters.
- Marketing, advertising and promoting the school nutrition programs through social media, parent square, websites and school digital displays.
- Maintain payroll, timesheets, and attendance records for all child nutrition hourly staff.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

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|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 3. Often = 51 to 75% |
| 2. Occasional = 26 to 50 % | 4. Very Frequent = 76 % & above |

- Ability to stand for extended periods of time (4)
- Ability to carry 25 pounds (3)
- Ability to work at a desk, conference table or in meetings of various configurations (1)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (1)
- Ability to hear and understand speech at normal levels (4)
- Ability to communicate so others will be able to clearly understand a normal conversation (4)
- Ability to operate office equipment (2)
- Ability to reach in all directions (4)
- Amount of force to push / pull up to 15 pounds (4), 25-30 pounds (2), and 50 or more (1)
- Amount to lift 25–30 pounds (3) and 50 or more pounds (1)
- Climbing (4)
- Overhead work (4)

Those not currently employed by the MSD of Washington Township are asked to complete an online application through our website: www.msdt.k12.in.us and attach a current resume. Current employees are asked to complete an Internal Application and attach a current resume.

WASHINGTON TOWNSHIP IS AN EQUAL-OPPORTUNITY EMPLOYER