

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Financial and Warehouse
Specialist**

Department: Child Nutrition

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: July 2021

**Reports To: Child Nutrition Financial
and Warehouse Supervisor**

Purpose of Job

The purpose of this job is to perform as the Financial and Warehouse Specialist in the Clarksville-Montgomery County School System to contribute to the efficient operation of the Child Nutrition Department and school cafeterias for the ultimate health, comfort, and benefit of all students. Duties and responsibilities include, but are not limited to, providing departmental oversight in all financial, warehouse, and office processes in support of the Child Nutrition Financial and Warehouse Supervisor. Additionally, this position serves as the primary backup to the Child Nutrition Financial and Warehouse Supervisor, a primary backup to the Child Nutrition Warehouse Associates/Delivery Drivers, and the Computer Operations Coordinator.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees and coordinates the collective efforts of all financial, warehouse, and office processes in support of the Child Nutrition Financial and Warehouse Supervisor.

Prepares and maintains financial data in support of budgeting, revenues and expenses, year-to-date reports, monthly breakdowns by cafeteria location, year-to-year comparisons, participation, and reimbursements.

Responsible for the monthly calculation and submission of accurate financial reimbursement claims to the State.

Performs weekly edit checks to ensure compliance with federal regulations.

Prepares and presents detailed reports and training to staff as requested by the Child Nutrition Financial and Warehouse Supervisor and/or the Child Nutrition Director.

Assists, as needed, in inventorying and tracking all existing Child Nutrition equipment and technology devices in the schools and in storage to include equipment placement, replacement, and removal.

Provides backup for monitoring and analyzing the district-wide temperature monitoring system within the department and acting as liaison with maintenance, technology, and the cafeteria managers to ensure products are protected and equipment/network connection are maintained/repared by the appropriate individuals, as needed.

Responds to after-hours calls (to include weekends) related to equipment and/or freezer/cooler monitoring alerts and network connection, as needed. Also responsible for moving or coordinating the movement of equipment or products, as needed, (to include after normal hours and weekends) to ensure they maintain proper working order and/or temperatures.

Coordinates all orders/deliveries between the warehouse, vendors, and cafeterias ensuring orders/deliveries are appropriately made, timely, resolving any concerns, and keeping all parties completely informed.

Responsible for receiving, storing, handling, and shipping perishable/non-perishable products.

Maintains records of products entering and leaving the warehouse utilizing the appropriate computer software.

Selects the correct products from a pick ticket and palletizes customer orders for the most strategic logistical delivery to ensure an efficient process from initial receipt to final delivery.

Ensures proper temperature controls and procedures are followed throughout the process of all delivery and handling of products.

Ensures items are delivered to the proper locations within the cafeteria according to the instructions given by the Child Nutrition Manager/Department.

Transports supplies, smallwares, and/or products via commercial dry and/or refrigerated vehicle, requiring a minimum of a CDL Class B with air break endorsement, to all cafeteria sites, unloads supplies, smallwares, and/or products for cafeteria managers and staff, places supplies, smallwares, and/or products into the appropriate freezer/cooler/dry storage areas, assist cafeteria manager and staff with heavy lifting, as needed.

Corrects food shortages, making as many deliveries as necessary to ensure meal requirements are met in a timely manner for each school.

Returns vehicle to motor pool; pulls preventative maintenance on vehicle, ensuring all needed repairs are done; maintains a clean vehicle.

Maintains a working knowledge of various computer equipment and software programs. Attends training sessions as needed.

Assist with all Child Nutrition Department computer system needs and acts as a backup for the Child Nutrition Computer Operations Coordinator, as needed.

Reports any accidents or unsafe conditions immediately following proper procedures.

Maintains personal appearance and hygiene according to policy.

Attends all required meetings and trainings as assigned.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or higher in business, accounting, or related field with a minimum of 2 years related experience. A minimum of six months to one year of light equipment operation and food service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have sufficient knowledge and understanding of general computer hardware and software applications to troubleshoot and solve related issues. Must have a sufficient knowledge and understanding of commercial foodservice equipment and wares. Financial and Warehouse Specialist must have a valid Tennessee driver's license and ability to obtain a CDL class B with air brake endorsement and Tow Motor Certification.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a motor vehicle and a variety of loading/unloading equipment such as dollies, ramps, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for Very Heavy work. Must be able to lift and/or carry weight of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Financial and Warehouse Specialist. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Financial and Warehouse Specialist.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the position of Financial and Warehouse Specialist.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, Food Service, and light equipment operations practices as they pertain to the performance of duties relating to the job of Financial and Warehouse Specialist. Has general knowledge of food service and light equipment operations as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties or the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret production sheet and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date