

College of the Redwoods

Position Description

Position: Dining Services Assistant	Position Number:
Department: Dining Services	FSLA: Non-exempt
Reports to: Dining Services Manager	Salary Grade: 111

Summary

Under the direction of the Dining Services Manager, performs regular duties associated with maintaining and reviewing receipts, vendor orders, daily cash accounting and other financial records. Provides general clerical assistance. Provides back-up coverage for other dining services functions as needed during staff shortages or special events.

Essential Duties and Responsibilities

- Receives and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions. Verifies documents for accuracy and completeness of specific entries and information, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Verifies staff timesheets prior to supervisor's submission for payment.
- Enters or posts financial information from source documents into established accounting programs. May code transactions into proper account classification using instruction manuals for support.
- May operate a cash drawer or cash register, collecting, balancing, and accounting for funds on a daily basis.
- May prepare bank deposits and reconcile bank statements.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May sort and deliver incoming mail; prepare outgoing mail as instructed.
- May perform other work in the dining services area on an as needed basis. These duties could include:
 - Rotate and inventory stock
 - Set up and replenish food items
 - Assist in delivery and set-up for caterings and special events
 - Plate and serve food items
 - Assist in clean-up of Dining Services area
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires basic knowledge of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires skill at entering alpha-numeric data onto a preformatted data entry screen. Requires sufficient math skill to calculate totals, percentages, ratios, and portions.

- **Abilities**

Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators; to perform basic arithmetic operations. Requires the ability to post numeric data into proper account classifications.

- **Physical Abilities**

Requires sufficient hand coordination to use a keyboard for routine typing and data entry on a 10-key pad at an advanced rate; visual acuity to recognize numbers and letters; arm/hand movements to retrieve work materials and operate a variety of general office equipment. Ability to stand for extended periods of time.

- **Education and Experience**

The position requires completion of a high school curriculum with emphasis in bookkeeping and less than one year of experience in a production oriented record keeping, cashiering, or similar function. Additional education may be substituted for experience.

- **Licenses and Certificates**

Valid California Driver's License