



JOB DESCRIPTION

Job Title	Food Services Sub Finder
Department	Food and Nutrition
Reports To	Director of Food and Nutrition
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Food Services Sub Finder is responsible for monitoring food service staff absences and contacting available substitutes to fill those absences. The sub finder also keeps up to date records of available substitutes.

Essential Job Functions

- Monitors absences in substitute systems, makes phone calls to available substitutes, and works closely with Kitchen Managers to ensure absences are filled appropriately.
- Responds to requests and problems in a timely manner; provides services/instruction as needed.
- Provides instruction and checks in with new substitute to ensure understanding of the process.
- Maintains substitute database according to prescribed procedures.
- Provides Kitchen Managers with paper copies of substitute lists and contact information.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Recent office experience in a position involving public contact.
- Experience/training in word processing and computers.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Data entry experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Outstanding verbal communication skills.
- Ability to read, interpret, and follow directives for pre-programmed software.
- Troubleshooting skills.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.