

POSITION DESCRIPTION

TITLE:	Food Service Secretary	SUPERVISOR:	District Administrator
DEPARTMENT:	Secretarial	CLASSIFICATION:	Support Staff

I. Accountability Objectives:

Under administrative direction, performs responsible food service office work involving independent judgment and initiative; performs related work as required.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 200 Days

III. Position Relationships:

Reports to: District Administrator

Coordinates with: Building principals; Director of Food Service; building staff; students; parents

IV. Position Qualifications:

A. Desired Experience and Training:

High School Diploma; and recent bookkeeping experience including data processing; Secretarial experience; experience working with Excel; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer (minimum of 50 wpm.), and a variety of office machines, and a knowledge of modern office methods.
2. Ability to understand and carry out oral and written instructions.
3. Ability to maintain confidentiality of information about students, parents, staff.
4. Ability to establish and maintain good public relations.
5. Ability to relate to children and their personal needs.
6. Knowledge of business English, spelling, and composition.
7. Ability to communicate and relate effectively with district staff, students, parents, and public.
8. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
9. Ability to organize and complete projects in a timely manner.

V. Position Responsibilities:

- A. Make all deposits of school food service money.
- B. Process and update and maintain all free and reduced lunch forms.
- C. Reporting for the district office and DPI.
- D. Month end reporting of lunch programs.
- E. Process district year end for food service program.
- F. Maintain the food service software.

- G. Issue lunch statements, make follow-up calls on delinquent accounts.
- H. Answer all questions related to lunch accounts, verify deposits, etc.
- I. Account for and deposit all milk break money.
- J. Set up beginning year food service program.
- K. Set up new student lunch accounts.
- L. Inactivate withdrawn students.
- M. Perform other duties assigned.