

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SECRETARY, FOOD & NUTRITION SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) or more years of office/clerical/bookkeeping experience.
- (3) Proficiency in Microsoft Office applications including Excel, Word, Power Point.
- (4) Experience with Google Drive platform.
- (5) Valid driver's license and daily access to an automobile

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of basic office procedures and the operation of office machines and equipment. i.e. fax machine, copiers, scanner, computer etc. Good oral and written communication skills exhibiting correct use of grammar, spelling and business English. Ability to perform moderately complex math computations; (i.e. sum, subtraction, multiplication, division, percentages, averages). Reliability, team work, professionalism, ability to multi-task and attention to detail are essential. Ability to work independently and as part of a team to organize and prioritize deadlines. Ability to deal effectively and courteously with students, school personnel and the general public. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to maintain confidentiality.

REPORTS TO:

Food Service Coordinator

JOB GOAL

Exhibit a high personal standard of excellence, demonstrate civility and respect for all, be an effective team player, and contribute to the efficient operation of the School Food Service Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Open and close office in accordance with established schedule. Maintains a clean professional office that provides excellent customer service. Greet visitors, answer incoming calls, route calls, take message and answer inquiries.
- * (2) Maintain a professional image and adhere to all Food Service dress code requirements.
- * (3) Maintain computerized inventory system and order office supplies. Receive and stock supplies upon arrival. Contact vendors for quotes.
- * (4) Ensure office equipment is properly maintained; troubleshoot malfunctioning equipment and contact appropriate vendor for resolution as needed. Monitor printers/copiers to ensure adequate supply of paper each day. Maintain copier/printer toner inventory and reorder as needed.
- * (5) Assist with pick up of mail each day. Sort all mail and file appropriately. Assure documents are affixed with appropriate signatures.
- * (6) Assist with all aspects of document reproduction and processing: copying, scanning, date stamping, document binding and faxing.
- * (7) Prepares departmental paperwork such as correspondence, reports, forms, bulletins, agendas and related material. Manage calendars for department administrative staff. Create, edit, and publish procedures and instruction manuals with content provided by others. Maintain current forms and employee contact information.
- (8) Perform data entry and data processing procedures required for system backup, including copying system files, data files, etc., when required
- * (9) Monitor and maintain TDAs, mileage, & credit reimbursement forms for accuracy and process for payment. Make travel and hotel reservations. Register administrative staff for events and trainings.

SECRETARY, FOOD & NUTRITION (Continued)

- (10) Maintain and organize certification information and records - paper and electronic files - for a minimum of 5 years plus the current year.
- (11) Maintain student files with updates from the Florida Direct Certification (FDC) data base. Process applications for Student Meal Programs and understand the eligibility guidelines for Free, Reduced, and Paid meals for students.
- (12) Maintain and review account activities including preparing purchase orders, invoices and bills as well as accepting payment for services. Compile data for year-end close outs and reports. Assist with annual inventory.
- (13) Process vendor invoices for payment using computer; ensuring additions are correct; checking item prices against BID specifications, ensures there are no pricing discrepancies.
- *(14) Maintain the Federal Commodities program with usage, processing, ordering, monthly reports, and annual verification.
- (15) Assist in the maintenance of online menu data and nutritional components.
- (16) Perform processes with Food Service software programs. Create spreadsheets to assist with the preparation of monthly and annual financial reports. Prepare monthly state claim form for reimbursement.
- (17) Provide assistance to Food Service Managers in the operation of Food Service software programs. Prepare templates, forms, ordering guides, phone lists, sign-in sheets, etc. to assist with their daily tasks.
- (18) Maintain knowledge of district, state, and federal rules, regulations and procedures.
- (19) Possess knowledge of the requirements for National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program (ASSP), and Summer Food Service Program (SFSP).
- (20) Assist with the preparation of shelters during community disasters and/or emergencies.
- (21) Assist with special events held before, during, or after scheduled hours. Prepare manuals, print nameplates, run copies for meetings, reserve, set up, and clean up room/rooms for meetings and assist in providing food for lunches and breaks.
- (22) Attend meetings and trainings scheduled by the Food Service department. Participate in training to update and expand clerical, financial, office practice and interpersonal skills.
- (23) Involvement with other duties and responsibilities may be expected in order to support the mission and purpose of the SBLC Food Service department.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 5 of the ESP Salary Schedule
DOE Job Code 63090**

**Board Approval 05/22/2018
Revised Board Approval 06/25/2019**