

JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR OF NUTRITION SERVICES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Three to five years progressive secretarial or office management experience. Proficient in Microsoft Office, the Internet and email programs, such as Outlook.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively with parents, students or employees of the organization in both English and a second language. Bilingual English/Spanish required. Ability to assist families with the USDA meal application process.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Nutrition Services

GENERAL RESPONSIBILITIES

1. Performs secretarial and clerical duties for the Director of Nutrition Services and staff.
2. Coordinates the activities of department clerical staff.

SPECIFIC RESPONSIBILITIES

1. Prepares all correspondence for the Director and forwards to appropriate personnel.
2. Answers telephone calls for the Director. Takes messages, provides telephone assistance in the absence of the Director or directs telephone calls to the appropriate staff.
3. Completes travel related duties, to include securing plane tickets, hotel rooms, car rentals, conference registration and oversees the preparation of leave requests and reimbursement forms for the Director.
4. Provides families with assistance in Spanish in the USDA meal application process.
5. Prepares and updates personnel rosters. Disseminates to internal and external department personnel as changes occur.
6. Works with staff to prepare annual department calendar. Schedules appointments for Director and maintains appointment calendar.
7. Prepares forms, property record cards, procedures manuals, employee handbooks, mileage reports, contracts, bid specifications and purchase requisitions when needed.
8. Sets up and maintains records and files. Works with department clerical staff to maintain network file system. Maintains files needed for federal and state audit.
9. Prepares payroll and verifies leave forms. Routes leave forms to appropriate supervisor for signature.
10. Handles and routes incoming and outgoing mail.
11. Coordinates the fixed inventory activities of the department.

12. Orders and maintains office supply inventory and budget.
13. Accesses, inputs and retrieves information and data from a computer.
14. Maintains a copy of the keys for all school kitchens and department rooms.
15. Performs other duties as assigned.