

**TITLE: FOOD SERVICE SECRETARY**

**QUALIFICATIONS:**

Computer and secretarial skills and experience preferred  
High School Diploma  
Knowledge of office procedures and methods including telephone communications, office systems, and record keeping  
Knowledge of business communications, including style and format of letters, memoranda and reports  
Skills to use a personal computer and various software packages  
Ability to establish priorities, work independently, and proceed with objectives without supervision  
Ability to handle and resolve recurring problems  
Good interpersonal communications skills

**REPORTS TO:**

Food Service Director

**JOB SUMMARY:**

Responsible for Free & Reduced meal information, compiling the federal claims, and inventory control. Performs light warehouse and janitorial duties. Accomplishes all related clerical duties.

**PERFORMANCE RESPONSIBILITIES**

Processes and keeps current all Free and Reduced Meal applications  
Prepares monthly claim for Federal Claim Reimbursement  
Types purchase orders  
Controls all inventory by regular data entry into the computer  
Answers telephone and provides information/assistance or routes caller to appropriate staff member  
Composes and types routine correspondence and memoranda using word processing software  
Compiles and types statistical reports including tables and text using spreadsheet software  
Performs light warehouse duties and light janitorial duties  
Operates fax machine and copy machine  
Establishes and maintains files; files and retrieves files as directed  
Performs other related duties as required

**SPECIAL REQUIREMENTS:**

Part-time employment / Five (5) hours per day  
Willing to work overtime as necessary (applies specifically to early fall)

**TERMS OF EMPLOYMENT:** Ten (10) month At-will employment  
**PAY RANGE:** Secretary Salary Schedule  
**EVALUATION:** Food Service Director

**AT-WILL EMPLOYEE:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal’s office and the district wide administration office.