

**Central Valley School District
Job Description #808**

TITLE **Central Office Secretary - Nutrition Services**

GENERAL SUMMARY

The Nutrition Services/Clerical employee is directly responsible to the Nutrition Services Supervisor. He/she will work with the school principals and Nutrition Services employees in the operation of the Nutrition Services Program.

ESSENTIAL JOB FUNCTIONS

This position could include but not be limited to the following duties:

1. The Nutrition Services/clerical employee provides assistance and coordination for the Central Valley School District Nutrition Services program to meet the federal, state and local requirements.
2. Independently compose and process standard letters, memoranda or reports with minimal direction using current district software.
3. Assist Nutrition Services personnel in collecting, recording and maintaining records as required by the National School Lunch program.
4. Assist in developing and compiling food and equipment orders for all kitchens within the district.
5. Maintain communication with food and equipment vendors.
6. Prepare all state and federal reports as required.
7. Coordinate delivery of Nutrition Services supplies to school sites.
8. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
9. Respond to all phone calls in a cordial, courteous and timely manner.
10. Set priorities daily and establish time lines for projects.
11. Post monthly menus on the district website.
14. Complete the yearly verification process as required by National School breakfast and lunch guidelines.
15. Perform related duties as required by the Nutrition Services Supervisor.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Nutrition Services

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MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

QUALIFICATIONS

1. Working knowledge of Nutrition Services Department.
 2. Experience in National School Breakfast and Lunch Program including federal forms, free/reduced applications and completing federal paperwork.
 3. Knowledge of general office machines such as copiers, FAX, postage machine.
 4. Demonstrated skill in the use of district software programs including but not limited to Word, Windows, Outlook and Excel.
 5. Successful completion of the Scheig Secretarial Assessment Test.
 6. Excellent public relations skills.
 7. Ability to relate to and work effectively with people.
 8. Possess effective organizational skills and ability to prioritize workload to meet deadlines.
 9. Ability to work well independently.
 10. Willingness to work additional hours during peak time of year.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Created 12/03
Revised 12/10
Revised 04/14