



Job Title: Secretary, Food Services Department
Department: Food Services
Reports To: Nutrition Program Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 09 (effective 7/1/2022)

SUMMARY

Under the supervision of the Nutrition Program Coordinator, the Food Service Secretary provides assistance to the Food Services Department by managing the substitute personnel, supporting the purchasing and distribution of equipment for WCSD schools, and providing clerical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Supports the Personnel Department in the employment and dismissal of substitute Food Service Worker personnel in the Food Services Department.

Manages the utilization and placement of substitute Food Service Worker personnel in the school cafeterias when needed.

Updates and maintains the WCSD Food Services webpage.

Screens incoming calls and correspondence and responds independently when possible; maintains copies of correspondence or other printed materials.

Greets scheduled visitors and refers to the appropriate person or area.

Maintains information needed for budget purposes, including office supplies and equipment maintenance. Maintains records and reports information in accordance with applicable state and federal laws and regulations.

Maintains department barcoded inventory of parts and equipment.

Organizes and maintains records, reports, and other materials pertaining to staff professional development hours, HACCP control systems, district driving test for staff, and timecard records of substitute food service workers and lunch supervision employees.

Prepares employee reimbursements requests.

Coordinates with Food Service Managers to order any new small equipment they may need for the upcoming school year.

In compliance with all applicable federal, state, and district policies and regulations, prepares invitations to bid forms and distributes to supplier firms and public postings for equipment. Assists in awarding bids.

Coordinates all phases of procurement for new kitchen sites such as ordering inventory, creating purchase orders, receiving orders, barcode and updating inventory, and organizing delivery to schools.

Reviews and verifies paperwork from deliveries for accuracy.

Plans and arranges the maintenance and preparation of information needed for budget reports.

Assists Nutrition Program Coordinator with WCSD activities pertaining to catering. Arranges facilities and catering for programs, events, or conferences.

Prepares catering invoices and statements for payment. Collects payments and prepares journal entry information for catering costs charged.

Arranges programs, events, or conferences by arranging for facilities and caterers, issuing information or invitations, coordinating speakers, and controlling event budget.

Designs and organizes filing systems; acts as custodian of documents and records.

Conducts research, and compiles and types statistical reports and other various reports for boards of education and other officials.

Studies new regulations and applies them in preparing reports and maintaining records.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, monthly newsletter, and other materials.

Monitors, arranges and coordinates travel schedules and reservations; arranging complex and detailed travel plans and itineraries, and compiling documents for travel-related meetings.

Creates and maintains database and spreadsheet files.

Records minutes of meetings.

Prints work orders from schools, submitted through the Maintenance Department, and tracks work orders for completion.

SUPERVISORY RESPONSIBILITIES

This position has indirect supervisory responsibility over the substitute staff support for the food service program.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have an understanding of inventory management and economic order quantities.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate’s degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience. Experience using various computer platforms, office suite software, internet browsers, and other computer related equipment, including scanners, is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must complete annual continuing education/training hours required by the Professional Standards for State and Local School Nutrition Programs Personnel Rule as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

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 regularly required to sit; use fingers and hands to handle; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the noise level in the work environment is usually moderate and the environment is busy and very interruptive.

Prepared By: Food Service Supervisor		Date: 09/4/2014
Approved By: Executive Director, Human Resources		Date: 09/4/2014
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist Date: 04/14/2015

<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Food Service Supervisor	Date: 01/15/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 08/07/2017
<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Revised	By: Nutrition Program Coordinator	Date: 09/04/2018
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Nutrition Program Coordinator	Date: 05/07/2021
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Nutrition Program Coordinator	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	