



Job Title: Food Service Support Secretary
Department: Food Service
Reports To: Nutrition Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 09

SUMMARY

Under the direction of the Nutrition Coordinator, the Support Secretary monitors and supports efficiency in all aspects of the Meal Benefit Program and manages accounting procedures and recordkeeping of all food service program accounts.

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.*

Collects and maintains Meal Benefit Applications; communicates with parents and school lunch clerks. Provides secretarial support for meal benefit verifications.

Updates computer data files with a wide variety of meal benefit information pertaining to student files.

Compiles and maintains data for State Reports pertaining to meal benefits.

Manages Meal Benefit Program by processing and tracking meal benefits for household income verification. Report due to the Utah State Board of Education Child Nutrition Programs each year.

Collects and maintains monthly school breakfast and lunch meal reports per each school location.

Collects school lunch checks monthly per each school lunch site to balance prior daily deposit reports. Accountable to the district business manager.

Prepares monthly state claim for reimbursement from daily meal count reports by the 4th working day of the following month.

Provides training support as needed to the school lunch clerks in the operation of the school lunch program and provides backup support to school lunch clerks when needed.

Maintains secondary lunch clerks time and attendance records.

Manages accounting procedures for funds, records, financial transactions, audits and balances, and all food service program accounts. Maintains, monitors, and prepares information needed for budget purposes.

Forwards various information to the WCSD Business Department. Verifies all payments collected from schools for student meals.

Tracks check requests for student account reimbursements.

Communicates with schools, departments, and employees when necessary to clarify information regarding district policies.

Creates and maintains office database and spreadsheet files. Updates computer data files with a wide variety of student information.

Assists Coordinator with district activities pertaining to the Food Service Department. Arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Answers telephone to provide information, take messages, or transfer calls.

Screens incoming calls and correspondence and responds independently when possible.

Composes or transcribes from rough draft routine correspondence, bulletins, memorandums, and other materials. Makes copies of correspondence or other printed materials or notifies employees via email.

Prepares outgoing mail and correspondence, including email and fax.

Maintains records, reports, and other material essential to program.

Prepares and trains on the usage of the inventory system.

Responsible for end of the year inventory reports, to include all kitchens and warehouse, commodity and non-commodity totals. Reports submitted to the district's accounting office.

Acts as custodian of documents and records.

Performs duties that include a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies and procedures, laws, and setting up files.

Maintains professional relationships with all personnel as well as the public. Handles confidential information with complete security.

Maintains regular attendance and punctuality which are critical in order to complete the day to day tasks of this position.

SUPERVISORY RESPONSIBILITIES

This position will have indirect supervisory responsibility over the school lunch clerks.

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 be proficient with computers and software programs such as, but not limited to, Microsoft Office.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to use formulas in spreadsheets.

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.

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, are required.

Experience using PCS software is beneficial, but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

Effective July 1, 2015, 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 hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 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, 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, interruptive, and busy.

Prepared By: Food Service Supervisor		Date: 1/21/2004
Approved By: Executive Director, Human Resources		Date: 1/21/2004
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Food Service Supervisor
		Date: 6/12/2012
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
		Date: 4/14/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
		Date: 1/7/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director
		Date: 4/8/2021
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Nutrition Program Coordinator
		Date: 5/10/2021

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:	