

Job Title: Secretary - Child Nutrition Front Desk
Department: Child Nutrition
Reports To: Director of Child Nutrition
FLSA Status: Non Exempt
Salary Schedule: SC Lane 06



SUMMARY

The Child Nutrition Department Secretary performs a variety of specialized clerical and secretarial duties at the central Child Nutrition office to support efficiency across the department. Primary responsibilities include acting as the front-line point of contact for department communications, maintaining professional standards and staff tracking databases under the direction of the Director, routing facility/equipment work orders, managing catering logistics, coordinating staff uniforms, supporting the substitute management system, and sorting/distributing mail.

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.*

Answers incoming calls and emails to provide information regarding Child Nutrition programs, take messages, or transfer calls to appropriate department personnel.

Visitor & Vendor Reception: Greets visitors, parents, and vendors and refers them to the appropriate member of the Child Nutrition office team, including the Director, Chef, Operations Technicians, or the Meal Benefit Technician.

Professional Standards & Credential Tracking: Maintains complete and up-to-date compliance records for all food service staff district-wide. This includes tracking and verifying Food Handler Permits, ServSafe and Manager Certifications, State Defensive Driver certifications, Continuing Education Units (CEUs), and SafeSchools training modules.

SNA Memberships & Dues: Coordinates and tracks School Nutrition Association (SNA) memberships for department personnel. Manages timely membership renewals, processes dues and payment requests, and maintains organized records of current active certifications in alignment with professional standards.

Work Orders & Inventory Logistical Support: Receives, inputs, and tracks facility and kitchen equipment repair/installation work orders. Coordinates with the maintenance department regarding completion status. Tracks new equipment asset tags, maintains surplus documentation, and helps compile annual inventory and reports for the district office.

Substitute & On-Call Administration: Provides administrative support for the substitute scheduling system by maintaining up-to-date contact lists, tracking substitute onboarding/compliance requirements, distributing active rosters to school managers, and coordinating training and orientation schedules.

Catering Orders: Receives and coordinates incoming catering requests from district schools and departments. Communicates details with school site kitchen managers to plan event menus and ensures accurate billing and inter-departmental documentation.

Uniform Logistical Support: Coordinates the tracking of staff sizes, uniform distribution, and allocation of apparel for child nutrition staff. Maintains uniform documentation, records, and coordinates annual employee uniform reimbursement requests based on district policy.

Insurance Representative – CN Warehouse: Serves as the department's designated insurance representative. Attends bi-annual insurance training and assists staff with updates, questions, and changes related to warehouse insurance coverage.

Health Inspection Reports: Receives and reviews local health department inspection reports submitted from school sites. Submits necessary maintenance work orders based on deficiency findings and shares final inspection results with the Director.

Mail & Deliveries: Collects, picks up, and delivers district mail daily to and from the kitchen warehouse, central office, and main district office.

Travel Coordination: Arranges travel logistics, lodging, and registrations for conferences, meetings, and training events for department staff, and coordinates reimbursement documentation.

Administrative Support: Provides daily clerical support to the Director, Chef, and Technicians including creating spreadsheets, tracking apron/shirt distributions, maintaining physical and digital filing systems, and assisting with Cooks Association tracking (dues, pan sale funds, deposits).

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Must be highly proficient with computers and software platforms such as, but not limited to, Microsoft Office Suite and Google Workspace.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to utilize 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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent; or a minimum of two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the 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 employee will occasionally work near moving mechanical parts (such as office copiers or automated mail meters).

The noise level in the work environment is usually moderate, interruptive, and busy.

Prepared By: Director of Child Nutrition			Date: 07/09/2026
Approved By: Assistant Director, Human Resources			Date: 07/13/2026
☐ Review	☐ Revised	By:	Date:
☐ Review	☐ Revised	By:	Date:
☐ Review	☐ Revised	By:	Date:
☐ Review	☐ Revised	By:	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:	