

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION:** Secretary to the Director of Food Services

**DEPARTMENT:** Food Services

### **POSITION SUMMARY:**

Under direct supervision of the Director of Food Services or his/her designee, provides secretarial, clerical, and record-keeping services relieving the Director of clerical and routine administrative functions; do related work as required.

### **ESSENTIAL FUNCTIONS:**

1. Serves as receptionist, takes messages, meets and screens visitors, schedules appointments and Director's calendar; answers inquiries and makes referrals to proper department or individuals in a friendly, positive manner.
2. Types and/or composes correspondence and memos independently or as directed.
3. Attends all staff meetings and is responsible for documenting/taking notes at all meetings.
4. Processes all reports/agreements/documents relating to Food Services and the National School Lunch and Breakfast Program.
5. Maintains files and filing systems; prepares confidential reports.
6. Opens, sorts, and screens mail.
7. Orders office supplies as needed; requisitions items from District Warehouse.
8. Composes and orders forms as needed by the department.
9. Maintains and inputs invoices into inventory software program for warehouse. Verifies with Food Service Warehouseman all items received and distributed by warehouse. Completes monthly inventory report for warehouse.
10. Keeps records/files of all commodities and commodity processed foods by manufacturer.
11. Arranges for food service substitutes and staffing needs of department.
12. Responsible for typing all documents required for soliciting of services/products for department.
13. Assists customers in catering requests, filling out catering form, and notification to food service personnel.
14. Maintains and updates departmental web page.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other Food Service related duties as required.

### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described; two years of clerical and secretarial work of a responsible nature requiring frequent contact with public, preferably in a school district. High School Diploma or GED required, two years in business related course work at college or vocational school desirable. Must pass required District testing.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of office methods and practices, including filing systems.
2. Knowledge of receptionist and telephone techniques.
3. Knowledge of business letter and report writing using general computer skills in word processing.
4. Ability to operate a variety of office equipment, including adding machine, computer, duplicating and communications equipment.
5. Ability to use computer processing software programs, inventory software programs, e-mail, general accounting principle and software programs.

6. Knowledge of English usage, spelling, grammar and punctuation, 10-key skills.
7. Must have strong organizational skills.
8. Ability to perform responsible clerical work requiring independent judgement with speed and accuracy.
9. Ability to interpret and apply policies, laws, rules and regulations.
10. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with accuracy, spreadsheets, and general communication needs of department.
11. Must be able to type at a speed of 50 words per minute from clear copy.
12. Ability to greet the public tactfully and courteously; answer questions in person and over the telephone.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand and/or walk on hard and/or uneven surfaces.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

**SALARY:** Classified range 40

Adopted:	HS Board 1/12/88	Elem Board 1/26/88
Revised:	TUSD: 1/24/00	TUSD: 12/13/16
	TUSD: 6/13/17	