

NAME:

TITLE: Food Service Secretary

- QUALIFICATIONS:**
1. High school diploma.
 2. Ability to communicate effectively with a variety of people.
 3. Ability to type accurately at a rate of 60 wpm.
 4. Working knowledge of computers
 5. Experience equivalent to four years at the secretarial level.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Food Service

JOB GOAL: To provide varied and responsible secretarial and administrative support to the Director of food service and to assure the smooth and efficient operation of the food service office so that the office's maximum positive impact on the educational process is realized.

TERMS OF EMPLOYMENT: Ten month year. Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i>	<i>Needs</i>	
<u>Expectations</u>	<u>Emphasis</u>	
_____	_____	1. Functions as office manager by implementing office routines and practices associated with a busy yet smoothly run office.
_____	_____	2. Provides complex and responsible secretarial and administrative support requiring independent judgment.
_____	_____	3. Deposits money on behalf of the school system when needed.
_____	_____	4. Monitors the training of employees to maintain compliance with state regulations and board policies.
_____	_____	5. Compiles data and prepares a variety of reports as required by department, district, or state regulations.
_____	_____	6. Acts as a liaison between the department employees and the food service director.
_____	_____	7. Compiles and assembles data for administrative review and action.
_____	_____	8. Maintains such personnel records as shall be required.
_____	_____	9. Prepares payroll.
_____	_____	10. Maintains ledgers, journals, and other accounting documents and records.
_____	_____	11. Compiles data and provides budgetary input as directed.

Meets

Needs

Expectations Emphasis

_____	_____	12. Prepares correspondence from draft copy, dictation and direct instruction.
_____	_____	13. Classifies, sorts, and files correspondence or other data and prepares appropriate responses, if necessary.
_____	_____	14. Maintains individual and departmental calendars; arranges meetings, appointments, and travel arrangements.
_____	_____	15. Performs other duties as assigned.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____