

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FOOD SERVICE

Job Description

I. QUALIFICATIONS:

- 1) High school diploma (additional related training desirable but not required). Previous administrative assistant experience beneficial.
- 2) Organizational skills, typewriter/word processing skills and proficiency in oral and written communication skills
- 3) Ability to operate office equipment, such as computer, typewriter, copier, and fax machine.
- 4) Knowledge of software applications, such as e-mail, word processing, spreadsheets, and database management currently used in the District.
- 5) Ability to assume responsibility, display initiative, and exercise good judgment.
- 6) Ability to perform duties of a sensitive and confidential nature.

II. REPORTS TO: Director of Food Service/ Business Manager

III. GENERAL RESPONSIBILITIES:

Performs administrative support necessary to accomplish objectives established by the Director of Food Service. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

IV. ESSENTIAL FUNCTIONS:

- 1) Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
- 2) Maintains calendar and schedules appointments for Director of Food Service.
- 3) Organize and maintain an efficient office.
- 4) Type correspondence, reports, agendas, minutes of meetings from dictation or handwritten copy using personal computer.
- 5) Maintain a workable filing system (paper and electronic).
- 6) Order supplies, through purchase orders, necessary for the operation of the Director of Food Service.
- 7) Maintain confidentiality and loyalty to employer.

- 8) Manage the free/ reduced lunch program. Process and verify paperwork with utmost confidentiality.
- 9) File all monthly food service reports with the state and county.
- 10) File all other food service reports as required.
- 11) Backup training in the food service Wordware program.
- 12) Backup training in the food service payment system.

V. OTHER FUNCTIONS:

- 13) Learn the food purchasing systems and order entry for all purchases.
- 14) Input of the monthly food inventory into the appropriate system.
- 15) Coordinate and schedule catering events with individual food service staff in each building.
- 16) Learn the catering billing system and send out invoices monthly.
- 17) Assist with menu's when necessary.
- 18) Send out applications, set up interviews and complete appropriate worksheets for new employees.
- 19) Perform other responsibilities as assigned by the Director of Food Service.
- 20) Promote a positive image of the District at all times.

Adopted: October 2006

Waunakee Community School District