

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School Office Secretary/Food Service

### QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, n
3. Experience in accounting or bookkeeping, or demonstrated competence in tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and a

REPORTS TO: High School Principal and/or Director of Food Service

JOB GOAL: To assist in the financial accounting of student fees, activity accounts, and food st

### PERFORMANCE RESPONSIBILITIES:

1. Enters money into student's accounts for computerized lunch sales.
2. Prepares required reports for Food Service Director, countsd money and prepares bank deposits.
3. Maintains a working knowledge of food service computers and points of sale.
4. Maintains knowledge and confidentiality of free and reduced records.
5. Assists with the collection of student fees.
6. Assists with the maintenance of student accounts payable.
7. Makes change for student needs.
8. Assists with telephone receptionist duties in the associate principal's office.
9. Performs clerical duties for the North Scott Education Foundation.
10. Assists with the development of student and teacher schedules.
11. Such other duties as directed by the High School Principal and Food Service Director.
12. Maintain proficiency in operation of computer software (including financial accounting, word processing, database and spreadsheets), calculators, copiers, and facsimile machines.

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TERMS OF EMPLOYMENT: Approximately August 10th-June 15th - 8 hours daily

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/20/03