

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Job Description**

**TITLE:**Food Services Secretary (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized Alien
  2. High school diploma
  3. Ability to type at least 40 words per minute and take dictation at 80 words per minute
  4. Three years experience in which clerical work was a major duty. An Associate Degree in Secretarial Science, Office Administration or related fields may be substituted for the required experience.
  5. Experience in business machines and/or computers beneficial.

**REPORTS TO:** Director of Food Services

**JOB SUMMARY:**

This work involves the performance of complex and important clerical and stenographic operations, especially those pertaining to school food service and requires the exercise of judgement based upon knowledge gained through experience. This position requires the exercise of judgement in making decisions in accordance with School Board policies regarding delegation of projects. Must have the necessary skills in dealing diplomatically with problems which may arise in the daily operation of the school district.

Work is performed in accordance with accepted standards and techniques for secretarial assignments and with strict confidentiality. Supervision is of a general nature and usually involves no technical instructions on methods to be used in achieving results, but consists mainly of only the desired results. Supervision may be exercised over a small number of employees in connection with general office functions.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Physical demands include standing, walking, sitting for prolong periods of time, bending, reaching, lifting items such as file folders, etc.

**ESSENTIAL JOB FUNCTIONS:**

1. As secretary to department head or supervisor of a major department, composes and types correspondence, reports, forms, contracts, bulletins, manuals, narratives other documents and related office material which may require a familiarity with specialized terminology relating to Child Nutrition Programs from rough draft or instruction.
2. Coordinates receipt and delivery of commodities for Child Nutrition Programs.
3. Maintains and organizes office files. Assures that proper security and measures are followed concerning confidential files and material. Maintains Director of Food Services manuals, regulations, staffing formula, etc.
4. Schedules conferences and meetings and arranges transportation for guest participants and/or speakers.
5. Coordinates, supervises and/or directs the clerical staff/school managers on departmental or Board policies and procedures.
6. Gathers and computes information for the Director of Food Services on special assignments, regular reports, budgets and speeches.
7. Makes final appointments for supervisor, using judgment in making tentative appointments, calling back later to confirm the time arrangements after supervisor has approved schedule.
8. Assists the Director of Food Services in planning and analyzing specific office problems affecting operations; advise the Director of the current situation and problems caused by the situation and makes recommendations of possible solutions.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs such other office duties as may be assigned.

**TERMS OF EMPLOYMENT:** 12 months per year; salary in accordance with current salary schedule.

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

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_  
(Incumbent)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee