

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **FOOD SERVICE - SECRETARY / ADMINISTRATIVE ASSISTANT**  
Department: Food Service  
Reports To: Director, Food Services

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#### **SUMMARY:**

The Food Service - Secretary / Administrative Assistant shall perform responsible accounting support functions in the preparation, maintenance, and processing of Food Service financial or statistical records or reports; to provide operational support for a variety of Food Service Department functions; to serve as a resource person for assigned support areas; and to do related work as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for working with a centralized Food Service accountability software package
- Trains Food Service team members in the proper use of computer software, department procedures, and reporting systems
- Organizes and coordinates point-of-sale activities and operations throughout the district, to include verifying daily cashier deposits
- Monitors and assists in preparation, ordering and implementation of the National School Snack Program. Includes developing menu, ordering items, maintaining production records and forms.
- Places orders for sites and department warehouse as needed
- Manages inventory in the department software system, including receiving orders & confirming inventory
- Tracks, organizes and coordinates student dietary information in department software & to site kitchens. Includes following up with student guardians and district staff.
- Serves as a resource person for District personnel and others regarding food service accounting, statistical records, and program policies
- Receives and processes free/reduced meal applications, checking for completeness and accuracy and determining eligibility within established guidelines. Also perform Direct Certification process for eligible applicants.
- Maintains office supply inventory and equipment maintenance log for the Food Service Department
- Posts information, distributes, and maintains a variety of lists and records related to food service programs
- Accurately composes correspondence, notices, and memos as assigned
- Prepares routine forms, reports, and organizes them accurately
- Tracks absences of food service staff and ensures absence forms are turned in on time. Assists Food Services Director in scheduling staff or substitutes as needed.
- Performs a variety of office support functions, including word processing, filing, and answering the telephone for the Food Service office
- Assists the Food Service Director to ensure overall department compliance with state and federal mandates relating to matters of the Child Nutrition Program
- Assists in updating department forms and website. Assists with coordinating and organizing catering events.
- Participate in a variety of Food Service operations and functions as needed, to include functional area meetings and/or conferences when deemed necessary
- May provide back-up coverage for Food Service Department positions when required where substitutes are not available
- Other related duties as assigned

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High School graduate or equivalent and three years accounting/bookkeeping experience. Background in Food Service operations preferred.

**OTHER SKILLS and ABILITIES:**

Personal Computer and spreadsheet experience. (Technical skills to program/repair telecommunications and voice mail equipment preferred.) Ability to communicate clearly and concisely, both orally, and in writing. Knowledge of office methods and procedures, record keeping practices and procedures.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before children, staff, and vendor representatives. Bilingual speaking of Spanish and English preferred.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume. Ability to apply concepts of basic math.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Valid California Driver's License.

ServSafe Manager Certificate required or ability to receive within three months of hire date.

**PHYSICAL DEMANDS:**

Frequently sit, stand, and walk for extended periods; physical ability to lift and carry objects weighing up to 50 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of cash registers, computers, calculators, adding machines, office equipment, and copiers.

**WORK ENVIRONMENT:**

Work is normally performed in an office environment; some work may be performed in an environment with constant noise, regular contact with staff and students.

While performing the duties of this job, the employee occasionally works in temperatures above 100 to below 40 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burns while performing some back-up coverage duties of this job.

Board Approved 4/7/2015  
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