St. Helens School District
Job Description

SECRETARY - NUTRITION

Reports To: Director of Nutrition
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides full spectrum administrative support to the program director and his or her staff including matters of a confidential nature. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provide general administrative support to program director including checking voicemails, responding to email etc.
2. Perform general office duties including answering phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
3. Independently answer routine questions and correspondence not requiring the supervisor's attention.
4. Draft menus, cost sheet, and commodities claims on a monthly basis.
5. Act as determining official for free and reduced meal applications.
6. Input all applications into automated computer system; verify applications according to federal guidelines.
7. Serve as resource to students and parents for free and reduced lunches, provide forms, maintain files and mail correspondence to parents.
8. Provide updated and accurate information to building staff regarding status.
9. Maintain all nutrition program records in compliance with state and federal guidelines and District policy.
10. Professionally represent administrators as directed in communications with constituents providing accurate information and problem resolution.
11. Complete computer data entry work, using District computer programs, to input high menus, time off requests, and student information with speed and accuracy.
12. Compile and prepare reports for administration or outside agencies as required.
13. Manage special projects as assigned by director.
14. Assist with budget preparation and tracking.
15. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
16. Maintain appropriate certifications and training hours as required.
17. Comply with applicable District, state, local and federal laws, rules and regulations.
18. Attend work regularly.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Serve as back up for director in his/her absences.
3. Troubleshoot equipment malfunctions.
4. Assist in assigning staff.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers and student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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 diploma or General Education Diploma (GED) and six months related experience providing clerical support and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Prior experience working in food service preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare general correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **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.
- **Computer Skills:** General knowledge of computer usage and ability to use standard internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred Mealtime, MS Word, Excel and Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA	Prepared Date: March 2009

I have read and understand this job description.

Signature: **Date:**

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