

Attachment C-7

TITLE: Part Time Secretary of Food Services

QUALIFICATIONS:

1. High School diploma or equivalent;
2. Proficient in the use of Microsoft Office applications and Google Docs;
3. Ability to adapt to new technology.

REPORTS TO: Director of Nutrition and Food Services

GENERAL FUNCTION: The Secretary of Food Services will perform office and clerical support for the Food Services Department.

PERFORMANCE RESPONSIBILITIES:

1. Perform all office and clerical support for Director and/or Assistant Director of Nutrition and Food Services.
2. Assists with the completion of the National School Lunch Program (NSLP) annual documentation and maintains all relevant files.
3. Explain NSLP document requirements to staff, faculty and parents as well as deadlines and relevant expiration dates.
4. Maintains a well-organized and up to date filing system.
5. Completes routine office operations such as filing, copying, word processing and answering phones.
6. Process vendor invoices and prepare for payment.
7. Coordinates deliveries and schedules maintenance with district staff and outside vendors.
8. Requests quotes from approved vendors.
9. Enters requisitions for approval.
10. Assists with the preparation of quotes and invoices for catering events.
11. Performs other duties as directed by the Director of Nutrition and Food Services or Assistant Director of Food Services.

TERMS OF EMPLOYMENT: Ten months per year.

Salary as determined by The Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.