OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: FOOD SERVICE DEPARTMENT SECRETARY

SALARY LEVEL:	Step 18	DIVISION:	Classified
DEPARTMENT:	Food Service Department Secretary	LOCATION:	School Site
REPORTS TO:	Food Service Director		
APPROVED BY:	Board of Trustees	DATE:	8/18/2021

Summary: Under the direction of the Food Services Director, performs highly responsible and complex secretarial duties, relieving the Food Service Director of a variety of administrative and clerical details and does related work as required while also having the ability to work as a food service worker when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Make and receive telephone calls, takes messages, and greets visitors
- Enters student information
- Compiles and submits a variety of weekly, month and year end reports as required
- Types, prepares, distributes, files records/reports, correspondence etc.
- Independently prepares replies and follows up on routine correspondence
- Takes/transcribes notes for correspondence
- Screens visitors and telephone calls
- Operates standard office equipment
- Work with the Cook Managers to schedule subs as needed
- Confirms deposits with the staff on a weekly basis
- Performs other related duties as assigned
- Ability to work as a Food Service Worker when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *As Food Service Worker when needed*

- Washes and cleans equipment, food preparation areas and cafeteria tables while maintaining the highest possible standards of sanitation
- Operates all food preparation equipment in a safe and sanitary manner
- Operates cash register/ cash box and makes change
- Serves and prepares, as needed, all food required in the food services program
- Work with student helpers
- Cooperates and communicates with other school staff, parents and students to promote a positive school climate
- Shelves individual commercial cans of food and other foodstuffs
- Takes inventory including end of the month inventory
- Prepares large quantities of food with attention to economy and efficiency
- Assist with ordering of snack vending machines
- Stocks snack and beverage vending machines
- Collect vending money
- Transports freight delivery, unload items and ensure all items are checked in
- Uses cleaning chemicals and supplies in accordance with specified safety protocols
- Performs related work as assigned

QUALIFICATION REQUIREMENTS: 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 degree (GED); two year's related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 a few known variables in routine situations.

CERTIFICATES AND LICENSES:
California Driver's License (required by the first day of service)
First Aid Certificate must be acquired during the employee's probationary period.
Ability to obtain California Food Handlers Card
Typing certificate (45 WPM)

OTHER SKILLS AND ABILITIES: Ability to pass a typing test at 45 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies. Perform secretarial and clerical work involving independent judgment and requiring accuracy and speed. Devise or adapt office procedures to changing organizational needs. Make clear and comprehensive reports and keep difficult records. Understand, interpret, and apply rules and written directions to specific situations. Read and comprehend handwritten or typed documents, and the display screen of office machines. Communicate effectively. Deal with hostile, emotional, ill or angry person in an effective manner. Lift and move light to medium-weight objects such as boxes of books, office supplies, or presentation materials. Sit for sustained periods of time. Work on more than one task at a time. Concentrate on current task in spite of distractions in an active, busy environment. Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time. Demonstrate manual dexterity necessary to operate calculator and computer keyboard at required speed and accuracy. Maintain regular, steady attendance.

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 stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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 within the work environment.

The noise level in the work environment is usually moderate and it may occasionally be heavy. The employee continuously is interacting with the public, staff and students.