

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT-NUTRITION SERVICES

QUALIFICATIONS:

1. Excellent communication skills; ability to serve public effectively
2. Knowledge of office practices and procedures
3. Ability to compose and edit correspondence and reports
4. Computer knowledge, proficient in Microsoft Office, Adobe Acrobat and Google Docs
5. Ability to learn new skills and train others
6. Excellent organizational skills; mature judgment
7. Ability to effectively work with all school personnel and parents
8. High school diploma supplemented by a minimum three years secretarial experience

OR- any equivalent combination of education and experience

9. Knowledge of food service recordkeeping per state requirements

REPORTS TO: Director of Nutrition Services and/or Chief Financial Officer

JOB GOAL: To perform general administrative assistant duties for the nutrition services department.

PERFORMANCE RESPONSIBILITIES:

1. SISK12 (Student Information System) Contact for Nutrition Services
 - a. Help Desk
 - b. Set up/Maintain Data in the system
 - c. Conduct SIS Training for all cashiers
 - d. Assist parents with questions, etc.
2. Enter free/reduced lunch applications and notify parents (follow DESE requirements and time lines)
3. Input data for Purchase Orders for Nutrition Services Department
4. Handle free/reduced price meal verification process and summary report
5. Assists with DESE School Review process
6. Handle Half Pint Program deposits and correspondence
7. Code and submit for payment food service invoices
8. Assists director with office documents
9. Handles other duties as required or directed by supervisor

PHYSICAL DEMANDS: Be able to sit & use computer for long periods of time and regularly roam hallways/buildings

TERMS OF EMPLOYMENT: 200 days as per School Board Policy GBDBA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Director of Nutrition Services

APPROVED BY SCHOOL BOARD: February 21, 2019