

White Settlement ISD

Child Nutrition Secretary

Job Title: Child Nutrition Secretary

Term: 217 days

Reports to: Director of Child Nutrition

Non-exempt

PRIMARY PURPOSE:

Provide support and clerical services for the Child Nutrition Office, under the direction of the Child Nutrition Director. Manage and organize an efficient work environment. Assist the department to be in compliance with all regulations and procedures required by the Texas Department of Agriculture, the local health authorities, and district policies. Provide outstanding customer service to parents, community, and staff. Assist and support the district's philosophy and mission.

QUALIFICATIONS:

Education/Certification and Experience

- High School Diploma or GED
- Three years secretarial experience.

Special Knowledge/Skills

- Ability to communicate in a calm, professional manner.
- Ability to maintain the confidentiality of each family's income and benefits
- Strong organizational, communication and interpersonal skills
- Computer literate (Microsoft office and Child Nutrition software)
- Basic Math skills

MAJOR RESPONSIBILITIES AND DUTIES:

- Assists Supervisor in processing Free and Reduced Meal Applications in an accurate and timely manner.
- Generate purchase orders, obtain invoice, and send to business office for payment in a timely and accurate manner.
- Manage all incoming receipts, invoices, and statements. Balance Monthly statements against receipts and send to the business office by the first available check run.
- Maintain and order supplies for warehouse and office as directed.
- Assists input of grocery orders, and maintains inventories
- Input and follow up on work orders for repairs (Technology and Operations)
- Provide assistance to the cafeteria managers daily. Ex: Add on to orders, computer assistance, deposit, delivery issue. .
- Assist parents, staff with questions through phone, email or in person. Provide courteous and prompt response.
- Attend Region 11 Summer Workshop
- Works cooperatively with students, school staff, administrators, and the public to effectively promote and otherwise enhance the Child Nutrition Program.

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- Duties will be assigned as needed by Child Nutrition Director

WORKING CONDITIONS

Mental Demands

- Ability to communicate effectively (verbal and written)
- Ability to cope with emotional situations and occasional stress.
- Time deadlines, fast-paced schedules

Physical Demands:

- Repetitive hand motions, prolonged use of computer, prolonged sitting at desk

The foregoing statement describe the general purpose and responsibilities assign to this job and are not an exhaustive list of responsibilities, duties and skills that may be required.

Signature:_____Date_____