

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Administrative Assistant-Food Service**

## **Job Overview**

- Administrative Asst Bldg salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Food Service Director

## **Qualifications**

- High school graduate or equivalent
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others with little to no supervision
- Maintain confidentiality in all aspects
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Responsibilities and Duties**

- General Bookkeeping: Process invoices for all school cafeterias, process deposits for each school for all lunch monies, maintain daily record of receipts by categories, maintain weekly records on all expenditures, maintain accurate records as required by the district, the State of Missouri, and the Federal Government, prepare required monthly and annual reports
- General Office Duties: Answer and disburse phone calls taking messages for students and/or staff, distribute incoming and outgoing mail, maintain operation of office machinery
- Various other duties: Act as cashier at Smith-Cotton High School and Sedalia Middle School when regular cashier is absent
- Misc: Assist other staff as needed and requested. Any other typing, filing, record maintenance, etc. as requested
- Perform other tasks and duties as assigned from time to time by the food service director and/or administration

## **DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.