



# Romoland School District

## JOB DESCRIPTION

### ADMINISTRATIVE SECRETARY - NUTRITION SERVICES

#### **Summary**

Under the supervision of the Director of Nutrition Services; perform a wide variety of responsible secretarial and routine administrative duties in support of the Nutrition Services Department; assist in the coordination, planning, organization, and monitoring of the food service operations and nutritional programs, and to provide general information and assistance to the public; and perform other related duties to this position.

#### **Examples of Duties**

- Perform a variety of secretarial and clerical duties in support of the Director of Nutrition Services and to provide secretarial and clerical assistance to other staff as necessary.
- Act as primary point of contact for those who call and visit the Nutrition Services office; respond to concerns and requests for information; when necessary, refer inquiries and concerns to appropriate staff.
- Update and maintain a variety of records and reports.
- Review, sort and distribute incoming and outgoing mail.
- Attend meetings, take notes and prepare summary of minutes.
- Maintain department website and distribute district wide communications to staff and community.
- Order and maintain office supplies.
- Prepare bank deposits and reconcile bank statements.
- Reconcile bank deposits from school sites in relation to sales reports.
- Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- Assist in the maintenance of the department's budget including the recording of data, balancing of accounts and maintaining financial records.
- Keep current on all laws, rules, regulations, and District policies.
- Secure substitutes for absent employees.
- Review and maintain department time sheets.
- Process purchase requisitions and verify accuracy of account numbers; match purchase orders, invoices and packing slips verifying accuracy of information; check allocations against department budget appropriations; total billings and batch for input to data processing.
- Audit, process and file accounts receivable billings, accounts payable, purchasing invoices and other related invoices.
- Ensure that orders include appropriate charges including sales tax and delivery expenses.
- Ensure that orders have been received by the District and delivered to appropriate District location.
- Post, assemble, tabulate, compare and verify financial and statistical data.
- Assists parents and staff with the completion of meal benefits materials.

**Qualifications/Knowledge of:**

Basic methods practices and terminology used in fiscal and financial record management; accounting/bookkeeping procedures; accounting principles and data processing ledger systems; operation of office equipment; financial and fiscally related report preparation, and formal modern office practices and procedures; correct English usage, spelling, grammar, and punctuation.

**Ability to:**

- Perform responsible clerical duties in support of a District-level Director;
- Effectively and efficiently perform responsible clerical, secretarial, technical and administrative functions and activities;
- Communicate effectively in oral and written form;
- Work independently with little direction, meeting schedules and deadlines;
- Compose routine letters, memos and other materials independently or from oral instruction;
- Schedule and coordinate meetings, conferences and appointments;
- Read, interpret, and apply rules, regulations, policies and procedures;
- Type at a net corrected speed of 40 words per minute;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with all administrators, staff, students, parents, and the community.

**Education and Experience:**

Equivalent to the completion of the twelfth (12) grade, supplemented by course work in business, home economics or nutrition related field and three (3) years of increasingly responsible clerical experience.

Any combination equivalent training and experience to demonstrate the knowledge abilities listed above and at least four (4) years previous experience in child nutrition in a school related environment. AA degree is desirable.

**Licenses and/or Certificates:**

Possession of a valid California Driver's license may be required.

**Other:**

Proof of Tuberculosis clearance every four years; fingerprint clearance by the Department of Justice.

**Physical Demands and Working Conditions:**

- Able to read handwritten or typed documents. *E*
- Able to read the screen of various office machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy. *E*
- Able to demonstrate manual dexterity necessary to operate a variety of telecommunications equipment for a sustained period of time. *E*

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an "E".

***Employment Category:***  
**Classified Bargaining Unit**  
**Work Year: 247 Days**  
**Work Day: 8 Hours**  
**Salary Schedule: Row 22**