



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Secretary to the Food Services

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent; secretarial training
2. Knowledge of basic math
3. Skilled in the use of a calculator, computer and other office equipment
4. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Food Service Manager and/or designated

Job Goal:

To maintain accurate and current records and to ensure compliance with applicable federal/state regulations.

Performance Responsibilities:

1. Verify weekly money collection.
2. Input accounts and monies by week in accounting program for cafeteria records.
3. Prepare and report records from edit checks for Child Nutrition Program voucher each month for state/federal reimbursements.
4. Monthly posting of revenues.
5. Monthly posting and verify all bill for payment and mailing to vendors.
6. Submit letters and/or reports as needed.
7. Input inventory and lunch applications in data base.
8. Input food order in data base.
9. Receive all calls to office and direct to proper area.
10. Open all mail and direct to proper area.
11. Keep accurate production records and recipes required from the state.
12. Perform other duties as assigned.
13. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300