

**50.00**

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**NUTRITION SERVICES SECRETARY/FINANCE AIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Possess a working knowledge of all office machines and data processing equipment.
- (3) Demonstrate a proficiency in typing and computer skills, including spreadsheets, word processing and database in a Windows environment, with the ability to learn other applications.
- (4) Clerical and bookkeeping courses preferred.
- (5) Meet employee expectations established by Baker County School District.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to assume assigned responsibilities, work harmoniously with students and fellow workers and provide friendly service to participants of the nutrition services program. Ability to work efficiently and effectively at a fast pace. Willing to participate in training as required. Proficiency in data base applications and analytical computations.

**REPORTS TO:**

Director of Nutrition Services, Purchasing and Warehousing

**JOB GOAL**

To perform clerical and accounting support for the smooth and efficient operation of the Nutrition Services Department and school cafeterias.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Possess a working knowledge and ability to understand Nutrition Services' finance procedures, including meal consolidation; USDA reimbursement claims; bank reconciliation; the combining, coding, and encumbrance of purchase orders and procurement, both formal and informal
- \* (2) Possess the ability to understand free and reduced price meal data collection and data entry of all information received from schools. Assume responsibility of training temporary/part/time clerical personnel with this process.
- \* (3) Order and maintain inventory for all warehoused items including USDA donated commodities and non-food supplies.
- \* (4) Perform with the assistance of the Warehouseman, a physical inventory of all warehoused items. Assist schools when needed. Maintain accurate perpetual and monthly inventory.
- \* (5) Compile and prepare final payroll for Finance Department once received from schools.
- \* (6) Type a variety of confidential materials such as letters, reports, and other correspondence.
- \* (7) Maintain a regular filing system and process incoming correspondence and all necessary

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**NUTRITION SERVICES SECRETARY / FINANCE AIDE (Continued)**

- forms efficiently.
- \* (8) Answer telephone and route all calls appropriate.
  - \* (9) Consolidate from schools and perform all data entry for food, non-food and USDA donated commodities; process orders through the appropriate vendor.
  - \* (10) Possess the ability to understand oral and written instructions.
  - \* (11) Possess the ability to understand and perform accurate mathematical computations with reasonable speed.
  - \* (12) Obtain, gather and organize pertinent data as required and put into useable form.
  - \* (13) Assist with purchasing and warehousing functions as required.
  - \* (14) Perform other tasks as assigned by the Nutrition Services Director.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.  
(261 days)

**EVALUATION:**

Performance will be evaluated annually by the Nutrition Services Director, in accordance with school board policies for assessment of non-instructional personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**