

Child Nutrition Secretary

Purpose Statement

The Child Nutrition Secretary (Secretary III) provides administrative support to the Child Nutrition Program, performing various secretarial and program support tasks, maintaining records, coordinating projects, and compiling and distributing materials and reports.

Supervisory Relationship

Reports to: Child Nutrition Program Director

Essential Functions

- **Administrative Support:** Provide assistance to other staff members and assigned administrative personnel, resolving problems and providing necessary information.
- **Data Management:** Compile, enter, and maintain data (e.g., work orders, budget reports, personnel records) to prepare reports and process requests.
- **Project Coordination:** Coordinate assigned projects and program components to ensure timely completion and delivery of services.
- **Mail and Delivery Management:** Distribute incoming mail and other deliveries to ensure timely reception of items.
- **Inventory Management:** Maintain inventory of supplies and materials to ensure availability for program or site needs.
- **Record Keeping:** Maintain manual and electronic documents, files, and records (e.g., work orders, expense reimbursement requests) to provide up-to-date information and historical reference.
- **Process Management:** Perform various processes (e.g., lunch program responsibilities, confidential documents, time sheets) to ensure daily completion of all program/site tasks.
- **Documentation:** Prepare a variety of correspondence, reports, and materials (e.g., letters, minutes, charts) to document activities and convey information.
- **Communication:** Respond to inquiries from internal and external parties (e.g., district staff, government agencies, general public) to provide information and facilitate communication.
- **Research:** Conduct research on assigned topics (e.g., current practices, policies) to provide relevant information for school operations.
- **Professional Development:** Attend informational and in-service meetings to gather information required for job performance.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment.
- Using pertinent software applications.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Commonly accepted office application software and machines.
- Vocational standards.

Abilities

- Schedule activities, meetings, and events effectively.
- Gather, collate, and classify data accurately.
- Work flexibly with diverse individuals and handle interruptions.
- Maintain confidentiality and meet deadlines.
- Communicate effectively and work as part of a team.

Responsibility

Work under limited supervision using standardized practices and methods. Provide information and advice to others. Monitor budget expenditures. Utilize resources from other work units as needed. Impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally, 30% sitting, 60% walking, and 10% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility desired.

Education

High school diploma or equivalent.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SJ