Administrative Assistant Food Services

Purpose Statement

The job of Administrative Assistant Food Services is done for the purpose of providing a wide variety of administrative and secretarial support to the Director of Food Services and assigned administrative personnel; communicating information on behalf of administrator to school and district staff, other districts, public agencies, etc.; ensuring compliance of department/program activities with financial, legal and administrative requirements; and acting as a liaison between the Administrator and other parties, providing information, addressing issues and/or providing general support. Responsibilities include budget record keeping, invoice processing for accounts payable, support for the meal programs, receiving, reviews and entering data into computer systems or tracking database according to established procedures for administrative personnel, analyzing data, collecting, and maintaining records of all fiscal related matters to the department including grants, revenue and expenses.

Essential Functions

- Assists Director of Food Services, Operations Manager, administrative personnel and Food Services stafF as required for the purpose of supporting them in the competition of their work activities.
- Assists with project management for Food Service.
- Communicates with other departments, administrators and outside agencies for the purpose of coordinating activities, exchanging information and resolving issues or concerns.
- Coordinates, schedules, communicates, and processes Food Services related matters.
- Reviews daily production records from all sites and prepares reports with data to support Food Services,
- Supports parents, families, students and staff with Food Services matters including email applications, accounts and communication.
- Inventories Supplies and materials for Food Services.
- Prepares written materials (e.g. standardized reports, school lunch menus, etc.) for the purpose of documenting activities, providing written references and/or conveying information.
- Processes a variety of information (e.g. deposits, requisitions, free and reduced meal applications, etc.) for the purpose of updating information, completing financial transactions, ensuring timely and accurate submissions and/or ensuring compliance with accounting requirements.
- Reconciles cash and/or account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- Responds to inquiries of staff, vendors and/or the public for the purpose of providing information and/or direction regarding accounting requirements, status of orders, etc.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions and overall department operations.
- Assists other personnel for the purpose of supporting them in the completion of their work activities in data entry.
- Evaluates situations (e.g. involving staff, students, parents, the public etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution. Keeps track of received data and source documents.
- Supports catering needs of the department for meetings related to Food Services.
- Prepares and sorts source documents and identifies and interprets data to be entered.
- Contacts preparers of source documents to resolve questions, inconsistencies and/or missing data.
- Data entry on the student information system of private student information. Enters alphabetic, numeric or symbolic data from source documents into computer following format displayed on screen and enters necessary codes.
- Confirms accuracy and consistency of data.
- Compares data entered with source documents or re-enters data in verification format on screen to detect errors.

- Reviews and makes necessary corrections to information entered.
- Processes various forms.
- Assists in establishing and maintaining an effective and efficient records management system. Generates reports and responds to inquiries regarding entered data as requested.
- Contributes to a team effort and accomplishes related results as required. Maintains confidential information.
- Performs general clerical duties such as typing and answering phones, etc. Performs other job related duties as assigned.
- Self-directed and able to follow up without being prompted.

Job Requirements & Skills

Requirements

- Ability to speak and write in English and Spanish is preferred.
- Ability and willingness to take the initiative to ensure that quality processes are in place to ensure accuracy of information.
- Superior clerical and computer skills, knowledge of AERIES, Escape, Google Apps, and Microsoft Office are a plus.
- Advanced knowledge of Business English, spelling, punctuation, mathematical computation and articulation
- Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, word processors, computers and switchboards, etc.
- Thorough knowledge of spreadsheet analysis, knowledge of the records and reports which must be prepared and maintained.
- Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.
- Proficiency with Microsoft Office applications including Word, Excel and Access.
- Ability to analyze varied functions and process tasks for the preparation of varied and complex records and reports.
- Ability to multi-task and work independently and unsupervised on confidential assignments, clerical tasks and with confrontational situations.
- Ability to communicate both orally and in written format with employees, parents and students.
- Possess technical aptitude necessary to learn current and future student management applications and the integration of such software with common office applications such as Microsoft Office.
- Ability to successfully complete district, state and other training courses relevant to the completion of job assignments.
- Ability to maintain high standards of accuracy in exercising duties.
- Ability to anticipate completion of work and initiate proper and acceptable direction for completion of work with little to no supervision of instruction.

Skills

Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications.

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents and or ratios; read a variety of manuals, write up documents following prescribed formats and/or present information to others and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles.

Ability
Ability is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; and meeting deadlines and schedules.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking and 30% standing. The job is performed under some temperature extremes and some hazardous conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications
Minimum of high school diploma and three years of experience using computer applications in an office environment, or a post-secondary degree in computer applications with some relevant work experience; or an equivalent combination of education, training and experience. Experience with data management systems preferred.

Experience
Job related experience is required

Education
High School Diploma or equivalent

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
None Specified

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Director of Food Services

Salary Grade
Range 29

Work Year
208 Days