

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**  
**Locator: 3.18**

**Position Title:** Administrative Secretary - Child Nutrition

**Reports To:** Director of Child Nutrition/Assistant Director of Child Nutrition

**SUMMARY**

Assists management level administrators/directors in the performance of general District responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

**ESSENTIAL JOB DUTIES**

- Answers telephones, responds to inquiries or routes calls to appropriate personnel.
- Arranges appointments and screens visitors.
- Maintains substitute employee calendar.
- Submits monthly reimbursement claim to DESE through DESE website.
- Types and proofreads child nutrition service correspondence, forms, and notices.
- Organizes and maintains appropriate filing systems.
- Assists in the preparation of educational reports and research documents.
- Processes all free and reduced price meal applications.
- Verifies free and reduced price meal applications.
- Operates all office equipment and completes periodic training, as necessary.
- Prepares and processes all purchase orders for the department.
- Orders any needed supplies for the department.
- Places all produce orders through the DOD.
- Prepares payroll reports and enters all leave requests for Child Nutrition employees.
- Handles all Child Nutrition accounts receivables and payables.
- Consolidates daily revenue reports.
- Enters daily all cash receipts into the SISFIN system for the department.
- Maintains confidential nature of all school-related matters.
- Opens and distributes all mail for the department and all cafeterias.
- Demonstrates proficiency in database management and spreadsheet development.

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**  
**Locator: 3.18**  
**Page 2**

**OTHER DUTIES AND RESPONSIBILITIES**

Completes secretarial tasks assigned by the Director of Child Nutrition. Performs other duties as assigned by the Director of Child Nutrition.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be established by the Board of Education for a twelve-month year.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.