



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Administrative Assistant to School Nutrition
Department / Location:	School Nutrition - District Office
Reports to:	School Nutrition Director
Employees Supervised:	None
Classification:	10-month
Status:	Non-exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

Under the direction of the School Nutrition Director, the Administrative Assistant provides advanced administrative support to the School Nutrition department.

Essential Functions and Responsibilities

This position description is not an exhaustive list of all duties, knowledge, or skills but is meant to reflect the essential job elements. Any combination of the following job functions may be performed.

Essential Functions

1. Coordinate substitute and/or temporary employees to ensure coverage of all School Nutrition positions daily.
2. Work in kitchen facilities as required by departmental needs, including cross-training in various roles to serve as a long-term substitute during staff vacancies.
3. Train new staff on day-to-day operations and best practices.
4. Perform a variety of general secretarial and clerical duties for the School Nutrition department, involving frequent and responsible contact with students, staff, and families.
5. Order necessary supplies for the School Nutrition department's operation.
6. Place weekly orders of food and supplies submitted by kitchen managers and approved by the School Nutrition Director.
7. Implement the free/reduced-price meal application process, including processing and verifying paperwork with confidentiality following USDA's guidelines.
8. Assist parents and staff with the completion of the annual free and reduced-price meal application.
9. Prepare and maintain the District's benefit issuance list.

10. Collect and maintain documentation of food served as directed by USDA and the WI Department of Public Instruction.
11. Verify that items served are compliant with Smart Snacks and Buy American regulations. Maintain an exemption list for items that require exceptions under the Buy American provision.
12. Prepare materials for School Nutrition staff meetings.
13. Verify invoices and bank deposits for the School Nutrition department, collaborating with members of Business Services to ensure timely vendor payments and accurate recordkeeping.
14. Maintain appropriate certifications and training hours to meet USDA Professional Standards.
15. Attend work regularly and punctually.
16. Perform other duties as assigned to contribute to a collaborative team environment.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines, and communicate these effectively to staff and families. Plan ahead, recognizing recurring work cycles and projects that repeat annually.
2. Maintain knowledge of software and equipment used to perform duties, such as Skyward, word processing, databases, spreadsheets, email, and office equipment.
3. Follow and maintain high standards of safety, cleanliness, and sanitation, setting a positive example for other staff.

Knowledge, Skills and Abilities

1. Must be organized and able to work with minimal direct supervision.
2. Excellent written and oral communication skills.
3. Ability to take initiative in performing responsible, complex administrative and clerical work.
4. Excellent computer skills, including proficiency in Microsoft Office and Google Workspace Suites.
5. Ability to maintain a high level of confidentiality.
6. Superior customer service skills.
7. Previous knowledge of school food service operations preferred.
8. Familiarity with Infinite Campus point-of-service software preferred.
9. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
10. Must be able to communicate with others in a potentially noisy environment.
11. Must have the ability to maintain concentration and focus on repetitive tasks.
12. Must be able to follow safety practices at all times, including proper lifting techniques and equipment use.
13. Must be able to complete job duties in an environment where background noise and frequent interruptions are expected.
14. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Indoor kitchen/cafeteria environment.

Physical Requirements

1. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
2. Must be able to move throughout the building and between buildings.
3. Ability to lift up to 50 pounds regularly.
4. Experience operating a variety of kitchen equipment, including a commercial dishwasher, convection oven, and steamer, is preferred.
5. Ability to work in a commercial kitchen environment safely, including the capacity to work on your feet for extended periods, twist, and bend without issue.
6. Must be able to sit for prolonged periods, up to six hours in an eight-hour day, with or without back support.
7. Must be able to stand and walk for extended periods.
8. Must be able to lift or move up to 50 pounds.
9. Must be able to reach in all directions, bend, stoop, and climb safely.
10. Must have the dexterity and hand/eye coordination necessary to operate equipment.

Education and Experience

1. High School diploma or equivalent required.
2. Previous administrative or clerical experience preferred.
3. Previous school nutrition experience preferred.

Licenses and Certifications

1. ServSafe Manager Certification and/or current Wisconsin Food Manager Certification preferred, with the requirement to obtain certification within six months of hire.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.