MT. DIABLO UNIFIED SCHOOL DISTRICT

Position Description

Food and Nutrition Services Administrative Secretary II

SUMMARY DEFINITION: Under the direction of the Child Nutrition Program Manager, perform complex high level administrative secretarial duties requiring independent judgment in support of the Food and Nutrition Services Department.

ESSENTIAL FUNCTIONS:

E = Essential Functions

- Acts as an office manager for the Central Office at the Department of Food and Nutrition Services and provides administrative support to the Director of Food and Nutrition Services **(E)**
- Attends and transcribes notes for various Department meetings
- Composes, edits and prepares correspondence, reports and other documents; maintains and prepares various reports
- Answers the phone, greets the public, responds to and resolves various questions and requests from the public and Food and Nutrition Services employees **(E)**
- Arranges and schedules appointments, meetings, trainings, workshops, conferences and other events
- Organizes and maintains confidential operational records and files, including personnel files, medical accommodations, and meal applications **(E)**
    - Tracks Department position control and identifies discrepancies with Human Resources' and Fiscal Services' records
- Creates, processes, and tracks purchase orders for non-food Food purchases including equipment, office supplies, and service contracts **(E)**
    - Prepares and submits Independent Service Contracts as needed
- Prepares invoices for payment; ensures accuracy and completion of services and/or delivery of products; identifies and resolves discrepancies with vendors; processes and logs credits, invoices, and reconciles periodic statements **(E)**
- Oversees and processes meal applications, direct certification, and annual verification as required by the California Department of Education **(E)**
- Manages and routinely updates Food and Nutrition Department website and social media accounts
- Creates flyers, signage, menus and other promotional materials for the Food and Nutrition Services Department
- Tracks Department assets, Health Inspections, and diagnostic and/or preventative maintenance; places service calls with vendors and Maintenance and Operations Department **(E)**
- Screens and routes mail
- Supervises secretarial and clerical functions of the Department and provides training and support to others when necessary
- Attends job-related meetings and training as required and performs additional duties as assigned

DESIRABLE QUALIFICATIONS:

Training and Experience:

- Minimum 2 years of related professional-level increasingly responsible experience in high-level administrative or office management duties, preferably in a School Nutrition setting

Knowledge of:

- Office management, secretarial procedures and practices
- English grammar, punctuation and spelling
- Principles and practices of bookkeeping
- Federal and State regulations and policies pertaining to the operation of the Child Nutrition Programs as prescribed by the US Department of Agriculture and the California Department of Education
- District organization and operations

Skill In:

- Computer skills including Microsoft Office Suite, Google Suite, and menu planning/inventory management software
- Effective written and verbal communication
- Strong interpersonal skills including tact, patience and courtesy
- Working independently
- Handling confidential material with discretion
- Establishing and maintaining effective working relationships
- Taking notes and minutes quickly and accurately

Ability to:

- Operate a computer and related software
- Plan and organize work to meet established schedules and deadlines
- Work effectively across multiple functions and roles within a complex organization

Licenses and Certificates:

- A valid California driver's license

CST Salary Range 507
260 Days

Approved MDUSD Board of Education February 12, 2025