



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of CNP Secretary	Exemption Status:	Non-exempt
Reports to:	Director of Child Nutrition Program	Pay Grade:	05
Works With:	CNP Personnel	Days:	226
Dept./School:	Child Nutrition Program	Date Revised:	06/18/2020

Primary Purpose:

To assist in the efficient operation of the Child Nutrition Program of the District.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Knowledge of all types of office equipment
- Ability to work with numbers in an accurate and rapid manner
- Ability to meet established deadlines

Major Responsibilities and Duties:

1. Performs basic secretarial duties.
2. Maintains records in accordance with federal, state and local procedures.
3. Assures that records and reports are prepared accurately and in a timely manner.
4. Develops and produces forms to be used in the Child Nutrition Program operation.
5. Types, duplicates and distributes menus to all departments.
6. Updates data on computer as needed.
7. Assists Child Nutrition Director with bid recap and prepares it for submission to Board
8. Oversees and assists other food service staff as needed.
9. Maintains office supply inventory.
10. Keep time sheets for all employees.
11. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____