USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - FOOD SERVICE**

SUPERVISOR: Director of Food Service

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must have communication skills (reading, writing, speaking, telephone and interpersonal).
3. Must be able to operate all equipment appropriately as required.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide office and clerical support to ensure that all activities dealing with the Food Service department conform to district guidelines.
2. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
3. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
4. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment
5. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
3. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
4. Requires stooping, bending and reaching.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008