

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE

Nutrition Staff Secretary

JOB RESPONSIBILITIES:

Perform a variety of responsible secretarial, clerical, and technical services under the direction of the Nutrition Supervisor; assists in planning, coordinating, and organizing the operations of the nutrition department; assign, schedule, and maintain internal and external department controls and communications and do related work as required. Work with staff, students and parents in resolving food service needs; make occasional deliveries and can work in a cashier or food service capacity as needed. Take initiative and work independently according to established policies, procedures, and accepted departmental practices.

TYPICAL DUTIES-WILL INCLUDE BUT NOT LIMITED TO:

1. Process confidential eligibility applications;
2. Responds to and resolves inquiries and complaints from students, parents, staff and public. Greet visitors and answer telephone calls in a courteous manner;
3. Perform general clerical duties, including filing and record keeping; operate a variety of office machines such as, but not limited to: computers, copiers, calculators, fax machine, and other communication devices;
4. Log maintenance requests in "MySchoolBuilding", communicate with maintenance workers, order parts and follow through as needed;
5. Prepare and distribute a variety of forms, memos, reports, and correspondence, including material of a confidential nature, independently or from clear draft, handwritten copy, notes, or verbal direction;
6. Assist the Nutrition Supervisor with the development and presentation of training;
7. Handle returned checks, processing and refund to parents from school sites;
8. Process to completion: MasterCard/Visa, check and cash payments in Nutrition Office;
9. Monitor for discrepancies and compile school site accounting paperwork to be sent to Business office;
10. Add vendors and create requisitions for purchase orders in QSS for approval;
11. Create, post and update School Menus and all relevant Nutrition information on School District website;
12. Meet with sales representatives and evaluate new food items, equipment, and products;
13. Coordinate, communicate and handle special assignments, perform related duties and responsibilities as assigned by the Nutrition Supervisor;
14. Upload and maintain student information from Aeries into SchoolHouse software;

15. Order materials, supplies, and equipment; maintains records of purchase orders, invoices, expenses; inventories and logs upon arrival. Receives and distributes mail. Creates and maintains filing system for records, logs and invoices;
16. Maintain, organize and prepare comprehensive and complex reports.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Various computer software used to effectively run a Nutrition program such as, but not limited to, Schoolhouse, E-Office Suite, Touch-n-Serve, Nutri-Kids, Aeries, QSS, Virtual Merchant, Microsoft Word and Excel software application and uses;
2. Understand, retain, and carry out verbal and written instructions, policies and procedures, in an independent manner. Communicate clearly and concisely, both orally and in writing;
3. Modern office uses, procedures, methods and practices, including filing systems, record keeping, computer, office equipment, related software, data entry, receptionist and telephone techniques, letter and report writing;
4. Oral & written: proper English usage, spelling, grammar, punctuation, telephone etiquette, interpersonal and communication skills using tact, patience and courtesy;
5. Laws, regulations, policies, objectives and procedures governing a school district and the Nutrition Services Department;

Ability to :

1. Assume responsibilities for the nutritional services program in the absence of the Supervisor. Work responsibly and independently with little direction;
2. Utilize, and update various computer software programs at school sites and nutrition department such as, but not limited to, Schoolhouse, E-Office Suite, Touch-n-Serve, Nutri-Kids, Aeries, QSS, Virtual Merchant, Microsoft Word and Excel software application and uses;
3. Implement beginning and end of year traditional and summer school procedures, for the computers at school sites and back office; includes handling money for year end and school start-up;
4. Obtain, retain knowledge of, and compile data on the Ca. Department of Education's laws and other pertinent federal, state, local laws, codes, and confidentiality requirements that govern the nutrition department, and properly communicate information to parents and staff;
5. Prepare documents for State review and assists with required monitoring of State reports. Prepare reports and procedures for state audits;
6. Run State Application Verifications from selection of households to completion for the state (done yearly);

7. Design, print out, and laminate all flyers (when needed), menus, cashier sheets, price changes, and warehouse inventory sheets for schools and nutrition office;
8. Participate in the interview and selection process for nutrition services staff;
9. Operate computerized point-of-sale at school sites; handle money and make change;
10. Multitask in a distracting environment;
11. Attend workshops, conferences and classes to increase professional knowledge and stay abreast of new food service technologies, trends and computer software;
12. Meet various schedules and timelines;
13. Understand and carry out oral and written directions;
14. Read, interpret, apply and explain rules, regulations, policies and procedures;
15. Communicate effectively both orally and in writing;
16. Establish and maintain effective work relationship with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

High School Diploma or equivalent
Five (5) years of increasing responsible and varied clerical experience requiring public contact, preferable in a school district
TB test clearance
Drug test clearance
Criminal Justice Fingerprint clearance
Valid CA. Drivers license

TYPICAL PHYSICAL REQUIREMENTS:

Sitting, standing, walking for extended periods, stoop, kneel and crouch to pick up or move objects, office equipment and furniture, bend at waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies. Physical ability to lift and move objects weighing up to 50 pounds, normal manual dexterity of hands and fingers to operate keyboard and other office equipment, hand-eye coordination, corrected hearing and vision to normal range to exchange information in person or on the phone.

PREFERRED NUTRITION EDUCATION

ServSafe Certified

updated 10/11