

# FOOD SERVICE/MAINTENANCE ADMINISTRATIVE SECRETARY

JD LOCATOR: 4.13.2

Adopted: 8/97  
Revised: 9/07

REPORTS TO:	Director of Food Services and Director of Maintenance
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

## JOB SUMMARY

Assist the food service and maintenance directors with the efficient operation of the respective departments in order to enhance the professional and efficient operation of the school district.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Enter required information into SubFinder for leave times for the maintenance department, for the RECC custodian, floating and administration building custodians and 30 full-time cooks.
2. Enter required information into the payroll system for times worked for 23 part-time cooks, all sub cooks, extra pay for the maintenance department, and the assigned custodians.
3. Work with the Business Office and other departments on special projects.
4. Compile information for uniform orders for the food service, maintenance, custodial, and transportation departments.

### FOOD SERVICE:

1. Balance end of the month reports with bank and Business Office.
2. Compile information for a comparison report for district monies collected for the lunch and breakfast program.
3. Call appropriate persons for problems with lunch scanner program.
4. Work with data processing on updating programs.
5. Train all head cooks and second cooks to use the computer for e-mail and order entry.
6. Compile information for monthly and yearly reports to the State Department. Fill out reports and submit online by deadlines set by DESE.
7. Compile information and fill out applications for yearly reimbursement.
8. Receive shipments for warehouse. Keep inventory and transfer costs of all items to each kitchen or special activity account.
9. Type and distribute school menus for the district.
10. Assist with emergency calls when the food service director is unavailable.
11. Assist DESE rep during audit.
12. Prepare P.O.'s and enter information into the Keystone Accounting System for payment.
13. Work with budgets for warehouse and all kitchens.

14. Apply lunch money to student and adult lunch accounts in the AS-400.
15. Transfer, adjust, and refund lunch money in the AS-400.
16. Process lunch applications for free or reduced status, filing, pulling drops, and transfers through PowerSchool.
17. Talk to parents about students' accounts.
18. Run charge notices and send to schools to be distributed to students.
19. Help building secretaries with the lunch program in the AS-400 and PowerSchool.

CUSTODIAL:

1. Assist the Human Resources Office with the annual classified workshop.
2. Order and maintain adequate stock of all custodial items used by the district.
3. Prepare specs for items needed for bid through the Keystone Accounting System for custodial supplies and equipment.
4. Keep updated on current ways to upgrade any services or supplies for the district's custodial usage.
5. Receive shipments for warehouse. Keep an inventory on all items in stock. Pull orders for buildings, transfer cost of items to building budget codes.
6. Keep safety data sheets updated.
7. Advise custodians or building administrators on questions they may have about products or services available.
8. Prepare P.O.'s and enter information into the Keystone Accounting System for payment.
9. Maintain a work schedule for the floating custodian.

MAINTENANCE:

1. Assist maintenance director with ordering items for stock and special projects.
2. Prepare P.O.'s and enter information into the Keystone Accounting System for payment.
3. Receive shipments, keep inventory and cost on all supplies.
4. Process work orders and transfer cost of materials used to building budgets.
5. Take care of all pest control calls.
6. Be knowledgeable of the E.P.M. program. Assist buildings with the program. Take care of all heating and cooling calls that can be taken care of by computer settings.
7. Compile information on district usage for LP, fuel oil, and natural gas.

SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university in secretarial science, business administration, or related field preferred.

3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Five or more years of increasingly responsible secretarial and administrative experience involving accounting and purchasing practices.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Ability to prepare and maintain accurate files and records.
12. Knowledge of PC hardware and software configurations, and pertinent software/applications.
13. Ability to work independently with minimum supervision.
14. Ability to meet strict deadlines.
15. Ability to operate a forklift.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

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Employee's Signature	Date	Supervisor's Signature	Date
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