

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **ELEMENTARY OFFICE/FOOD SERVICE SECRETARY**

SUPERVISOR: Building Principal / Food Service Director

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

## QUALIFICATIONS:

1. High school diploma or equivalent.
2. Clerical skills
3. Basic computer skills
4. Good math skills
5. Good verbal and written communication skills
6. Neat, responsible, punctual, dependable
7. Must possess respect for confidentiality
8. Willing to learn, accept change, be creative, be a self-starter
9. Maintain pride in work
10. Be sensitive to needs of students and be able to relate well with students & staff.

## ESSENTIAL FUNCTIONS:

### Food Service Secretary:

1. Run balance statements for students as required. Mail statements to families with outstanding negative balances.
2. Discuss problems of negative balances with parents.
3. Prepare student and family data base.
4. Record all receipts, and prepare deposits.
5. Prepare new debit cards for students at start of each school year, and replacement cards as needed.
6. Cashier during lunch periods.
7. Run daily reports for deposits.
8. Run daily summaries for breakfast and lunch.
9. Maintain accurate records of all students eligible for free and reduced price meals.
10. Submit monthly reports to central office on timely basis.
11. Run monthly backups and processing.
12. Maintain a high level of confidentiality regarding student and staff information.

### Office Secretary:

1. Greet visitors, ascertain nature of business, and direct visitors to appropriate locations in order to provide appropriate public relations.
2. Compose, read, file, record and route incoming mail and/or messages for the purpose of effective communication within the building.
3. Evaluate and care for students with illness or injury (provide basic first aid until parents decide appropriate action) in the absence of the School Nurse. Contact School Nurse and parents according to health policies, document all actions taken in the health room and make appropriate reports as directed by the School Nurse to remain in compliance.
4. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration to remain in compliance.
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. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Must work in noisy and crowded environments with numerous interruptions.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

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

APPROVAL: 7/11/2016