

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **FOOD SERVICE SECRETARY**

SUPERVISOR: 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:

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.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Must 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 regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

New employees are evaluated at the end of 90 days by the Kitchen Manager.
Subsequent evaluations are performed once a year.

APPROVAL: 5/13/2013