

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: ADMINISTRATIVE SECRETARY – CHILD NUTRITION SERVICES

Job Purpose Statement/s: The job of Administrative Secretary – Child Nutrition Services is for the purpose(s) of providing clerical support to Child Nutrition Services personnel; communicating information to staff, the public, and other districts; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

Essential Job Functions:

- **Prepare** documents (e.g. free and reduced application packets, application/verification result letters, non-sufficient funds letters, correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to district households, district personnel, the public, officials, etc.
- **Evaluate** situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Monitor** assigned activities and/or program components (e.g. verification deadlines, health inspection reports, Maintenance work orders, armored truck schedule, pest control reports, etc.) for the purpose of ensuring compliance with financial, legal, and/or administrative requirements.
- **Prepare** written materials (e.g. monthly menus, department handbook, fliers, signage, brochures, newsletters, etc.) for the purpose of conveying information regarding department activities and/or procedures.
- **Process** documents and materials (e.g. free and reduced meal applications, applications chosen for verification, food orders, work orders, purchase order requisitions, quotes for supplies and equipment, Personnel Action forms, schedules, agendas, mail, etc.) for the purpose of ensuring compliance with financial, legal and administrative requirements and disseminating information to appropriate parties.
- **Respond** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- **Maintain** databases of required information (e.g., food orders, etc.) and department webpage for the purpose of documenting and providing reliable information.
- **Process** reimbursements, Warehouse and Print Shop requisitions, and the ordering and distribution of department supplies for the purpose of acquiring necessary resources to support department operations.
- **Prepare and Reconcile** department accounts as assigned (e.g., invoices, receipts, daily deposits, etc.) for the purpose of maintaining accurate balances and complying with district accounting practices.
- **Arrange** and schedules a variety of department meetings and workshops for the purpose of disseminating information and training staff.

Other Job Functions:

- **Attend** meetings for the purpose of conveying and/or gathering information required to perform functions.
- **Attend** appropriate workshops/conferences for the purpose of ongoing training.

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- **Perform** other job duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Requirements – Qualifications

Education and Experience Requirements:

- High School diploma or equivalent.
- Prior job related experience with increasing responsibility.
- Skills to operate standard office equipment including use of basic computer applications.
- Use English in both written and verbal form, use correct spelling, grammar and punctuation.

Knowledge and Abilities:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- Financial and statistical record-keeping techniques.
- Telephone techniques and etiquette.
- Research methods and report preparation techniques.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic budgeting practices regarding monitoring and control.
- District organization, operations, policies and objectives.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Principles of training and providing work direction to others.
- Basic public relations techniques.

ABILITY TO:

- Provide responsible secretarial and administrative assistance duties to relieve the administrator of administrative and clerical detail.
- Assure efficient and timely completion of office and program projects and activities.
- Operate a variety of office equipment including a computer and assigned software.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain a variety of filing systems.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.

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- Work independently with little direction.
- Prioritize and schedule work.
- Plan and organize work.
- Type or input data at an acceptable rate of speed.
- Maintain financial and statistical records.
- Train and provide work direction to others.
- Compile and verify data and prepare reports.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Working Conditions:

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.

- Indoor work environment

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 enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; clarity of vision to read documents, prepare documents, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist; reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Driver’s License.
- Tuberculosis Clearance.

Reports to: Child Nutrition Services Director

Work Year: 12 months

Salary Placement: Range 11 on the California School Employees Association Salary Schedule.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board’s Policy on Evaluation of Classified personnel and the CSEA Contract.

Board Approved: Board Approved 1-20-15