

Central CUSD 301
Job Description

Job Title: Food Service Administrative Assistant

Reports To: Director of Food Service, Business Manager

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Approved By: Superintendent

Function: Performs a wide variety of clerical and secretarial duties to organize multiple Food Service programs, assists the Director of Food Service in Free & Reduced applications/Direct Certification, daily monitoring of Nutrikids POS systems in all Food Service programs, assigns substitutes to work in school kitchens, as needed, organizes and keys bills for payment in District's web based program and communicates with all Food Service personnel regarding updates to the Food Service program.

Qualifications:

- High School diploma or G.E.D. required
- Some college preferred
- Administrative Assistant experience in a school or comparable setting preferred
- Experience with Microsoft Office Suite (Word, Excel, Powerpoint) and Google Apps for Education
- Be able to:
 - Understand and follow oral and written directions
 - Communicate positively and professionally with all school and Food Service staff
 - Complete work with frequent interruptions
 - Develop and manipulate spreadsheets
 - Work independently with little direction
 - Establish and maintain appropriate, cooperative and effective working relationships with others
 - Learn, interpret, apply and explain rules, regulations, policies and procedures
 - Operate a variety of office machines including computers, copiers, scanners, district radios and others
 - Understand and work within scope of authority
 - Maintain good public relations with students, parents, teachers and school clerical staff
 - Meet schedules and time lines
 - Plan and organize work effectively
 - Communicate effectively both orally and in writing
 - Learn how to utilize a variety of computer systems, including student databases and other software and web-based programs
- Have knowledge of:
 - Modern office practices, procedures and equipment
 - Record-keeping techniques
 - Health and safety regulations
 - Correct English usage, grammar, spelling, punctuation and vocabulary
 - Oral and written communication skills
 - Interpersonal skills using tact, patience and courtesy

- Telephone techniques and etiquette
- Basic Computer use, including spreadsheet programs such as Microsoft Office and Google Apps for Education
- Ability to work while standing, sitting and/or walking
- Ability to communicate effectively using speech, vision and hearing
- Ability to use hands for simple grasping and fine manipulations
- Ability to bend, squat, climb, and reach
- Ability to lift, carry, push or pull light weights, up to 30 pounds
- Must pass a fingerprint-based criminal background check
- Must pass pre-employment physical
- Food Safety and Sanitation Manager's Certificate and Illinois Dept of Public Health Certificate (optional)
- Must meet yearly USDA Professional Standards for School Food Service employees
- Must complete yearly GCN training modules

Responsibilities:

- Organize and facilitate a variety of Food Service activities to assist Director of Food Service with administrative tasks
- Keep Director of Food Service informed of daily activities: absences, equipment needs, questions from Food Service staff, etc.
- Responsible for Food Service Office phone, messages and Food Service email account
- Facilitate appropriate communication with District staff, parents, students, community members, and vendors, answer phones, respond to emails
- Prepare and accurately maintain required reports, records and files relating to Free & Reduced Price Applications, Direct Certification Lists, first 30-days' carry-over and verification requirements relating to students, parents, school/district staff and Head Cooks/cashiers
- Keep Nutrikids POS updated with input of new student information and deactivating dropped students
- Responsible for sending eligibility letters, negative balance letters and processing requested refunds from parents and for graduating seniors
- Update student information in Nutrikids & Skyward
- Assist Head Cooks with Nutrikids student balances, charge errors, problems obtaining lunch counts in elementary schools, computer sign-ins, printers, etc
- Must be familiar with the operation of the POS terminals in all schools
- Trouble shoot problems with POS Terminals and computers, as reported by Head Cooks in all schools
- Contact substitutes to fill absences as needed and to make sure substitute timesheets are submitted on time
- Keep a substitute spreadsheet up to date with kitchen absences and filled/unfilled positions
- Update monthly menus and informative articles on Food Service website
- Produce daily menu signs monthly, for elementary schools
- Process all requisitions and purchase orders
- Maintain spreadsheets with Dairy and Coca Cola purchases and check all invoices/vendor statements for missing credits

- Assist Director of Food Service in creating and maintaining reports, spreadsheets, etc. and preparing for district meetings
- Maintain regular attendance
- Perform other duties consistent with the position assigned as requested by the Director of Food Service or Business Manager