Anamosa Community School District

Job Title: Food Service Administrative Assistant

Reports to: Nutritional Services Director

Status:	____	Full Time	X	Part Time
	X	Hourly	____	Salary
	____	Exempt	X	Non-Exempt

DATE REVISED: October 2026

EXECUTIVE SUMMARY:

The Food Service Administrative Assistant serves as the primary administrative support for the Food Service Department. This role acts as a key point of contact for families, staff, and state agencies, ensuring smooth daily operations across meal account management, free and reduced meal program administration, state reporting, and general office support.

ESSENTIAL FUNCTIONS:

- **Free & Reduced Meal Program Administration:** Process, verify, and maintain confidential Free and Reduced Price Meal applications in accordance with state and federal regulations; send parent notification letters and handle application inquiries.
- **Meal Account Management:** Monitor student and staff meal account balances, process payments, issue low-balance notices, and assist families with account inquiries or online payment setups.
- **Iowa Child Nutrition Programs (CNP) Compliance:** Assist with data collection, state reporting, and documentation required for USDA and Iowa Department of Education Child Nutrition Program audits and reimbursements.
- **Departmental Support:** Assist the Director with daily administrative tasks, food service software data entry, inventory tracking, invoice processing, and purchasing documentation.
- **Customer Service & Communication:** Provide friendly, supportive service to district families, building staff, and community members via phone, email, and in-person visits.
- **Other Duties:** Perform general office duties, including filing, mail distribution, recordkeeping, and other tasks as assigned by the Director.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

Education and Licensure:

- High School diploma or equivalent required.
- Associate's degree or coursework in business/office management preferred.

Knowledge and Skills:

- 1–3 years of administrative or clerical experience, ideally in school food services or educational administration.

- Experience with student information systems, food service management software, and Microsoft Office (Excel, Word, Outlook).
- Strong organizational abilities, high attention to detail, excellent customer service skills, and the ability to handle confidential family financial information with discretion.

PHYSICAL REQUIREMENTS: *(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.)*

Physical Activity	**Amount of Time**			
	N/A	**Occasionally (1%-32%)**	**Frequently (33%-65%)**	**Constantly (66%-100%)**
Climbing		X		
Balancing		X		
Stooping		X		
Kneeling		X		
Crouching		X		
Crawling	X			
Reaching				X
Standing			X	
Walking			X	
Pushing			X	
Pulling			X	
Lifting up to 25 lbs			X	
Lifting up to 50 lbs		X		
Lifting up to 100 lbs	X			
Use of fingers - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm				X
Grasping			X	
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.		X		
Talking				X
Hearing				X
Repetitive motions				X
Visual:	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.			

Working Conditions	**Amount of Time**			
	N/A	**Occasionally (1%-32%)**	**Frequently (33%-65%)**	**Constantly (66%-100%)**
Indoor environment				X
Outdoor environment		X		
Extreme temperatures		X		
Noise			X	
Vibration	X			

Subject to hazards, such as:				
- proximity to moving mechanical parts		X		
- Proximity to moving vehicles		X		
- Electrical current			X	
- Working in high places	X			
- Exposure to high heat	X			
- Exposure to chemicals		X		
Exposure to atmospheric conditions, such as:				
- Fumes		X		
- Odors		X		
- Dust		X		
- Mists	X			
- Gases	X			
- Poor ventilation	X			
Subject to oils or other cutting agents	X			
Required to wear respirator	X			
Work in close quarters, crawl spaces, shafts, or other spaces that may cause claustrophobia	X			
Exposure to infectious disease			X	

TERMS OF EMPLOYMENT:

Salary, benefits, and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____