

Griffin-Spalding County School System

Title: Department Secretary—School Nutrition	Location: Secretarial/Clerical
Job Details: 230 Days/Non-Exempt/Full-time	Reports To: Director of Nutrition
Updated: 7/01/2018 Reviewed: 12/20/2019	Salary Schedule: Classified Pay Grade: E2

JOB SUMMARY

Employee assists in developing plans and procedures for carrying out the mission and policies of the School Nutrition program. This employee serves as support to the food service operations to ensure that Federal, State and Local standards are being met, handles financial and personnel functions, provides direct support to schools, and provides all secretarial and organizational duties for the nutrition department.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Performs organizational and clerical duties at the request of the director
- Communicates effectively and courteously with all stakeholders
- Greets visitors and responds to routine inquiries from staff and public and refers appropriate inquiries or problems to superintendent
- Uses technology to generate, organize and manipulate data
- Collects, organizes, copies and binds all materials for board meetings, then distributes to board members
- Prepares all correspondence, memoranda, and reports for superintendent using personal computer
- Prepares invoices and compiles information and prepare reports, as needed
- Maintains physical and computerized files
- Receives, sorts, reads and annotates mail
- Checks deposit slips and reports for accuracy; deposits all checks for department
- Reconciles statements from vendors, balances, writes expense checks, and mails to vendors monthly
- Posts leave in AESOP for managers and central office personnel; checks leave posted in AESOP for SNP employees on a monthly basis; and prepares monthly leave report by school
- Handles all correspondence as requested by the director; answers phone and logs in calls; greets visitors; orders supplies; maintains conference room agenda; files, archives and destroys documents according to system and state guidelines for records retention
- Attends training as requested by director; holds meetings and in-service sessions (at the director's request)
- Assists with processing of the Free and Reduced Price Meal applications; organizes and updates applications as requested in accordance with Federal, State, and local guidelines
- Processes and submits USDA Rebate Forms for payment; collects food reward points for Nutrition promotions
- Records and notifies maintenance of emergency repairs to kitchen equipment
- Prepare invoices for all contracted meals (Summer Feeding, and Head Start) and for labor hours worked for catering and other extra school activities other than SNP duties
- Generates all purchase orders for supplies/items not covered under annual bid (mostly office supplies, incidental purchases)
- Prepares SNP Employee Payroll Records for each school and prepares each employee an earning statement in September. Maintains this record throughout the year as employees leave, change hours, or new employees are hired and performs duties related to personnel in coordination with Human Resources
- Prepares monthly payroll for Payroll Department with extra hours worked, payouts, or employee additions; including substitute payroll

- Prepares GSCS Recommendation Forms (salmon form) for new employees and to report changes, figures annual and monthly pay; maintains payroll records, including hours worked, step increases, etc.
- Enters invoices into the McAleer; merges and pays invoices in McAleer; codes invoices for payment
- Assists in planning and delivering in-house catering
- Monitors equipment inventory for central office; updates as changes are made
- Follows all applicable safety rules and maintains confidentiality of information
- Maintains prompt and regular attendance

SUPERVISES

- No Supervisory Responsibilities

MINIMUM QUALIFICATIONS

- Three (3) years of experience in general office work
- Six (6) months bookkeeping or accounting experience or educational equivalent
- High school diploma or equivalent

PREFERRED QUALIFICATIONS

- Five (5) years of secretarial experience
- A. A. degree in accounting or business administration or Bachelor's Degree in Business, Accounting or Computer technology or a closely related degree
- Membership in Local, State, and National School Nutrition Associations
- Three years' successful experience in food service for K-12 public school or large public or institutional setting

COMPETENCIES NECESSARY TO DO THE JOB

- Communication skills (written and oral)
- Knowledge of nutritional and recipe production
- Knowledge of operations of school nutrition program and facilities
- Microsoft Office Suite and/or Google Enterprise Skills (focus on word processing and advanced spreadsheet competency)
- Time management and productivity
- Organization of multiple tasks
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.