



## **JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT-FOOD SERVICE**

DEPARTMENT	CAFETERIA	LOCATION	ALL CAMPUSES
RESPONSIBLE TO	FOOD SERVICE DIRECTOR	RESPONSIBLE FOR	NONE
JOC APPROVAL DATE	08/28/2025	ELECTRONIC SIGNATURE	JLS

### **JOB SUMMARY**

The Administrative Assistant provides a wide variety of advanced clerical, secretarial and receptionist support duties for the department, its team members, and its internal and external clients.

### **ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS**

- Greet callers/visitors in a professional and courteous manner
- Respond to caller/visitor questions by handling registration and other types of administrative requests or by direct/linking the caller/visitor to the appropriate resources
- Label creation for products and line signage
- Perform filing of temp logs and invoices monthly
- Coordinate invoicing, copying, mailing, faxing of documents, and the daily use of our Food Service software, Primero Edge
- Ensure established LCCTC standards are adhered to in the preparation of documents; perform proofing and editing tasks; fixing cashier errors for all three campuses
- Assist in the preparation of production records and menu generation.
- Maintain and assist Food Service Director on Direct Certification and the Verification Process annually
- Provide customer support for parent/guardians, students and staff
- Notify parents/guardians of low or negative account balances weekly
- Assist with free and reduced meal applications, correspondence
- Maintain office systems through filing, securing student records, and providing organizational services to office personnel
- Order and maintain office supplies
- Maintain and organize cafeteria audit materials
- Cashiering and Financial Duties
- Serve as back-up cashier to all locations as the need arises
- Assist with bank deposits and reconciliation of cashier drawers at the end of each day as needed
- Generate cafeteria reports as needed to the Business Office
- Other duties as assigned, to include serving food, preparing food, and working in the dish room as needed due to a lack of personnel.

## POSITION SPECIFIC REQUIREMENTS

### EDUCATION & EXPERIENCE

- High school diploma or equivalent
- 1 – 3 years of administrative and/or customer service experience
- Preference for prior experience in culinary or cafeteria
- Excellent interpersonal and customer service skills.
- Extensive proofreading and typing skills
- Moderate accounting and basic math skills
- The ability to operate basic office equipment
- Excellent computer skills including Microsoft Office

### POSITION DETAILS

#### PHYSICAL REQUIREMENTS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

Standing: O	Reaching: O
Sitting: F	Moving about: O
Lifting (include weight): O Up to 40 lbs.	Pushing: O
Grasping: O	Kneeling: O
Climbing: O	Crawling: O
Squatting: O	Bending/Stooping: O

#### HOURS

37.5/Week

#### DAYS

Approximately 220/Year (11 months, off in July)

#### TYPE OF POSITION

Permanent (P) or Temporary (T): P

#### FLSA STATUS

Exempt (E) or Non-Exempt (N): N

#### INSURANCE

Professional (P), Administration (A), Support (S): S

#### OTHER

The LCCTC reserves the right to modify this job description as business demands dictate.

#### SIGNATURE

By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.

X \_\_\_\_\_ Date: \_\_\_\_\_

## NONDISCRIMINATION INFORMATION

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, Willow Street, PA 17584. Telephone: 717-208-3124.

