

PEMBERTON TOWNSHIP SCHOOLS

Job Description -- Classified

POSITION: Food Service Secretary

DEPARTMENT: Food Services

QUALIFICATIONS:

1. High School diploma/equivalent.
2. Demonstrated proficiency in typing/keyboarding.
3. Superior knowledge of office procedures and the operation of office equipment.
4. Secretarial experience or training preferred.
5. Proficient with computer applications to include word, data processing, and spreadsheets.
6. Good interpersonal skills especially on the telephone.
7. Experience with State and Federal School Nutrition Programs i.e., Agreement, Regulations, Policies, and Free and Reduced computer programs.

REPORTS TO: Food Services Supervisor

OVERALL RESPONSIBILITY:

To assure that the Food Service office complies with the National School Lunch Program Regulations, maintains accurate records and establishes good communication with staff, parents and the community.

ESSENTIAL AREAS OF RESPONSIBILITY:

1. Responsible for the completion and accuracy of documents as required by the State of New Jersey.
2. Responsible for the processing of the Free and Reduced Lunch Applications in a correct and efficient manner.
3. Responsible for compiling data for A.S.S.A. report and other State reports.
4. Responsible for keeping up with the USDA Regulations and Audits, including State audits.
5. Responsible for Meal Accountability On-Site Reviews.
6. Ensuring the cafeterias are fully staffed with substitutes.
7. Responsible for the Supply Order/Purchase order.
8. Assisting wherever needed with ordering food/milk and counting money.
9. Assists in collecting student balances.

Food Services Secretary

10. Providing parents with Eligibility guidelines information for the processing of the lunch application.
11. Performs all responsibilities in a professional, courteous manner and maintains strict confidentiality of Board of Education information and records.

TERMS OF EMPLOYMENT:

Level III Secretary Status

12 month contract

Salary and fringe benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township School District as needs necessitate. Further, this job description does not constitute a written employment contract.

EVALUATION:

Job performance shall be evaluated in accordance with the Board's policies and procedures.

Adopted by: Pemberton Township Board of Education

DATE: August 26, 2010