

## **Hutchinson Public Schools**

### **Job Description**

**Job Title:** Secretarial Assistant / Food Service  
**Department:** Secretarial  
**Reports To:** Elementary Principal  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources, December 17, 2001  
**Approved By:** Board of Education, June 24, 2002  
**Revised By:** Human Resources, April 3, 2006  
**Reviewed/updated:** November 6, 2009

#### **SUMMARY**

Performs Secretarial & Nutrition Services duties at the school building level by performing the following duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following: Other duties as assigned.

- Answer phones & delivers messages as needed
- Furnishes workers with clerical supplies
- Notifies appropriate individuals of delinquent/low balance accounts
- Opens, sorts, and distributes incoming mail, and collects, seals, and stamps outgoing mail
- Marks, tabulates, and files articles and records
- Delivers items to other business establishments
- Maintain incoming and outgoing cumulative folders
- Calls Lunch count in by 8:30 am to base kitchen
- Makes Bank deposit at least once a week and on the last business day of the month
- Records all money taken in on food service 802 receipt and send copy to food service office weekly
- Completes monthly income report and sends in to Food Service Office by the 3<sup>rd</sup> day of the following month
- Responsible for meal service accountability during breakfast and lunch
- Inputs breakfast and lunch transactions into student database system
- Helps families with free and reduced application process
- Process paper Free & Reduced meal applications and send to food service office
- Ensure students meal status is listed correctly in student database system
- Deposits money into students/adult accounts
- Attends secretary meetings
- Work with school nurse and foodservice staff on students with special dietary needs
- Follows National School Breakfast and Lunch procedures

#### **SUPERVISORY RESPONSIBILITIES**

None.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and

other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**PHYSICAL DEMANDS**

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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT**

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_