

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Secretary – Nutrition Services	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 5

Job Summary

Accurately performs a variety of general clerical, financial, and secretarial tasks in direct support of the nutrition services department.

Essential Job Functions

Provides direct secretarial and administrative support to the director, assistant director, and supervisor.

Provides information to parents, district staff, department staff, and public.

Screens department telephone calls, visitors, and mail, and responds to issues that can be handled at the secretarial level.

Transcribes or prepares routine correspondence.

Receives, reads and routes incoming mail to the appropriate department staff.

Reports and coordinates meal orders to central kitchen.

Processes supply orders, snack reports, and any other related tasks for the after school program.

Processes applications and direct certifications, organizes and maintains required files and records for the National School Lunch Program (NSLP), including confidential materials.

Processes work orders for the nutrition services department. Maintains status and performs follow-up contacts on work orders.

Performs department related accounting, personnel and payroll functions as assigned.

Processes elementary and secondary milk and produce orders. Manages and resolve delivery related issues.

Processes manufacturers' rewards points program submittals.

Provides information and assistance to department staff and may be required to fill in at school kitchen sites.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Non-Essential Job Functions

May process employee change of status, time sheets, employee leaves, and assist in the coordination of scheduling of rovers, department staff and substitute employees. Maintains and tracks staff leave schedule and daily sub roster schedules.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including a (IBM based) computer, printer, copy equipment, fax machine, and 10-key calculator. May occasionally use convection oven, refrigerators, freezer, dishwasher, steam table, meat slicer, knives, or food processor.

Independent Decisions

Work is performed in a routine, job related nature with independent judgment under the general direction of the director, assistant director and supervisor.

Primary Working Contacts

Works cooperatively with department administration, nutrition services staff, parents/guardians, building administration, administrative center staff and the public.

Responsibility for Cash, Equipment, Safety

May maintain accountability for requisitions, purchase orders, P-Card transactions, petty cash, student accounts and refunds and other monies.

Supervision Received and Exercised

The nutrition services secretary is supervised by the nutrition services director and receives oral and/or written direction from the assistant director and supervisor. May receive oral and/or written guidance from the administrative secretary.

Unusual Working Conditions

Work is performed in a normal office setting with extended periods sitting at a desk and/or computer terminal. Fast-paced work environment requiring the ability to multi-task in an office or kitchen setting.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or GED equivalent.
2. Must have proficient skills in keyboarding (typing and 10-key), utilization of personal computer including word processing, spreadsheet, database, and desktop publishing software, and email and internet use.
3. Must have strong oral and written communication skills in English.
4. Must be skilled in organizing and maintaining accurate records and filing systems.
5. Ability to do high school level math and bookkeeping functions, including calculations in Excel.
6. Ability to meet deadlines and to flexibly reprioritize work as needed; to identify and address department needs; to communicate with diverse groups and positively represent the department to parents, user groups, the public, the schools and other district departments.
7. Ability to plan, take initiative, and follow written or oral instructions.
8. Ability to work with detailed information/data and maintain strict confidentiality of written and oral information and records.
9. Ability to interact with co-workers in a courteous, tactful and pleasant manner, sometimes in stressful and busy situations.
10. Requires occasional lifting, including objects weighing as much as 50 lbs.
11. Per DEC regulations, must have or be able to pass ServeSafe course within first 45 days of employment and maintain certification.
12. Must have a valid Alaska driver's license, use of a personal vehicle, and be able to provide proof of vehicle insurance in order to gain access to military installations.

The following is preferred:

1. One (1) to two (2) years of experience in responsible and varied clerical/secretarial work including public contact (includes standard office procedures, practices, use of computer and office equipment).
2. Knowledge of school nutrition industry and USDA guidelines.
3. Experience with MUNIS software system.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.