

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Administrative Secretary – Nutrition Services	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 217 days/10 Months	<i>Grade:</i> 8

**Job Summary**

Accurately performs a full range of varied complex 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.

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

Transcribes, drafts, and/or prepares letters, memos, agenda items, newsletters, reports, and other documents.

Makes travel arrangements for department.

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

Organizes and maintains required files and records, including but not limited to: account refunds, NSF, complaints, state/USDA information, and personnel.

Trains and offers guidance to other staff.

Performs department related accounting, personnel and payroll functions such as: monitors the department financial accounts and P-Cards; orders supplies and equipment; reconciles accounts and maintains receipt and disbursement records of funds and maintains petty cash.

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

Coordinates the posting of job openings with human resources, monitors AppliTrack for prospective employees ensuring compliance with district hiring requirements.

Contacts job applicants for interview scheduling and prepares related interview documents and materials.

Sets up and processes new hire administrative files, forms, and documents.

Coordinates staff training (i.e. room arrangements, notices, copy training materials, etc.).

Updates staff contact and emergency contact information.

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 and to meet required National School Lunch Program (NSLP) professional standards requirements.

Obtains price quotes for goods and/or services.

### **Non-Essential Job Functions**

May attend meetings and prepare minutes.

Performs other job-related duties as assigned.

### **Equipment Used**

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

### **Independent Decisions**

Work is performed with considerable latitude and 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 and staff, administrative center staff and the public.

### **Responsibility for Cash, Equipment, Safety**

Maintains accountability for requisitions, purchase orders, P-Card transactions, petty cash, student accounts and refunds. Secures other monies as required.

### **Supervision Received and Exercised**

The nutrition services administrative secretary is supervised by the nutrition services director and receives oral and/or written direction from the nutrition services assistant director or supervisor. Consults with and may provide guidance to other department staff.

### **Unusual Working Conditions**

Work is performed in a normal office setting and 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 by the nutrition services director.

### **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 equivalent.
2. Five (5) years of secretarial experience to include bookkeeping/accounting functions, customer service and coordination of multiple tasks in a high-paced environment (includes standard office procedures, practices, use of computer and office equipment).
3. Proficient knowledge of standard office procedures, practices and equipment. Advanced math and formulas, includes calculations in Excel.
4. Advanced concepts of grammar and punctuation necessary for written communications.
5. Knowledge of standard accounting practices to include purchasing, budgeting and time-keeping.
6. Advanced proficiency in: keyboarding (typing and 10-key) skills; utilization of personal computer including word processing, spreadsheet, database, and desktop publishing software; email and internet use.
7. Strong oral and written communication skills.
8. Skill in organizing and maintaining accurate records and filing systems.
9. Ability to do high school level math and bookkeeping functions.
10. 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.
11. Ability to plan your own work, work on your own initiative, and apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
12. Ability to work with detailed information/data and maintain strict confidentiality of written and oral information and records.
13. Ability to interact with co-workers in a courteous, tactful and pleasant manner, sometimes in stressful and busy situations.
14. Requires occasional lifting, including objects weighing as much as 50 lbs.
15. Maintain a valid Alaska driver's license.

The following are preferred:

1. Knowledge of school nutrition industry and USDA guidelines preferred.
2. 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.**