

**Central Valley School District
Job Description #808**

TITLE **Central Office Secretary - Food Service**

GENERAL SUMMARY

The Food Service/Clerical employee is directly responsible to the Food Service Supervisor. He/she will work with the school principals and Food Service employees in the operation of the Food Service Program.

ESSENTIAL JOB FUNCTIONS

This position could include but not be limited to the following duties:

1. The Food Service/clerical employee provides assistance and coordination for the Central Valley Food Service program to meet the federal, state and local requirements.
2. Review free and reduced meal application forms for approval.
3. Assist Food Service personnel in collecting, recording and maintaining records as required by the National School Lunch Program.
4. Assist in developing and compiling orders form schools for program supplies for vendors.
5. Maintain communication with purveyors.
6. Prepare all state and federal reports as required.
7. Maintain Food Service forms.
8. Coordinate delivery of Food Service supplies to school sites.
9. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
10. Perform related duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Food Service.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

QUALIFICATIONS

1. Working knowledge of school district food services.
2. Experience in National School Lunch Program and meal application approval desired.

3. Experience in dealing with federal government forms and processing Food Service paperwork preferred.
4. Demonstrated ability in use of district standard hardware and software.
5. Type 55 wpm with accuracy.
6. Excellent public relations skills.
7. Ability to relate to and work effectively with people.
8. Good organizational and communication skills.
9. Ability to work well independently.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Created 12/03