

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	ADMINISTRATIVE SECRETARY TO THE FOOD SERVICES SUPERVISOR	REPORTS TO:	Food Services Supervisor
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TRAINING QUALIFICATIONS

- High school diploma or GED required
- Pass a series of typing, word processing and grammar tests
- Working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To assist the food services supervisor in the daily operations of the food services office

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date:

POSITION NO. 4.06

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Arranges for substitutes when required
2. Assists in the purchasing, distribution and storage of all foods, supplies and equipment
3. Assists in checking all bills and purchase orders for accuracy before presenting them to the treasurer for payment
4. Assists in maintaining supply inventory on food and supplies received and used, updates inventory pricing
5. Informs the students, staff and parents of planned lunch menus on a monthly basis
6. Recommends prices for various types of lunches, milk and ala carte items
7. Has a working knowledge of such reports as monthly financial statements, number of meals served, monthly claims for state reimbursement, commodity requests and records, and such other records as may be necessary for the efficient operation of the food service program
8. Attends appropriate workshops to keep knowledgeable of State and Federal Lunch Program regulations
9. Assumes responsibility for such other matters in the food service program as may be assigned by the food services supervisor
10. Update website with nutritional information for all menus and use government recipes as a back up
11. Purchase and distribute office supplies when needed
12. Handle return check situations
13. Check voice mail, answer telephones (continually) regarding student accounts, and calls from buildings regarding various issues
14. Run site deposit reports and compare with bank statement and make appropriate corrections
15. Handle computer related problems shared with assistant food services supervisor
16. Work with software company in regard to computer point of sale system and computerized student information system, and inventory control program issues
17. Issue refunds for students transferring out of district, graduation, etc.
18. Post all menus on the district's website on a monthly basis
19. Change lunch and ala carte pricing in computer as changes are needed
20. Assists parents on phones with questions of their student's account, etc.
21. Able to run a history report of students and explain what it is
22. Make food services supervisor aware of any potential problems
23. Performs other duties as assigned

TERMS OF EMPLOYMENT	211 contract days
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