

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant (Nutrition Services Level III)

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Director, Special Services

Brief Description of Position:

The Administrative Assistant for Nutrition Services is responsible for providing a wide variety of complex and confidential administrative and secretarial support. This position is responsible for maintaining student files for free and reduced program; review and process applications, general ledger entries, consolidation of monthly payroll, maintain fund balances and assisting with budget.

Required Qualifications:

- High School diploma or equivalent; supplemented by minimum two years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions
- Ability to learn, interpret, apply and explain regulations on purchasing, federal meal applications and related functions.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing, spreadsheets and data bases
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

Essential Duties and Responsibilities:

- Maintain student files for free and reduced program; review and process applications according to federal and state guidelines; respond to questions regarding proper completion of meal applications and related questions; work with managers and cashiers to maintain accurate list of free and reduced price students.
- Provide office support to the Nutrition Services Coordinator; answer telephones, take messages or route to appropriate personnel; assist with ordering office supplies; maintain assigned files, prepare memos and duplicate materials as requested.
- Assist sites with proper operation of the nutrition software program including adding new students, changing sites, adding new adult accounts and other information as needed.
- Consolidate timesheets and days absent for payroll.
- Deposit made daily from all buildings.
- Make corrections to student meal accounts and problem solve for all sites.
- Coordinate general ledger entries, balancing bank statement, online deposits, miscellaneous deposits and budget transfers.
- Consolidate meal participation so information can be submitted for Federal Reimbursement.
- Maintain billing statements for all supplies and then process purchase orders for payment.
- Maintain and track budget for the Nutrition Services Department.
- Performs other duties as assigned by Nutrition Services Coordinator.

Hazards: Occasionally subjected to cold below 32 degrees and heat above 100 degrees. Occasionally subject to atmospheric conditions of odors, mists and poor ventilation. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013