

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Educational Secretary – Nutrition Services
Prepared Date: 10/31/2016
Revised Date: 7/2/2018
Work Year: 213 days
Department: Nutrition Services
Reports To: Director of Nutrition Services
Salary Range: Educational Secretary Salary Schedule – Pay Grade 312
Benefits: Fringe benefits based on PESPA Negotiated Agreement
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Nutrition Services Secretary is to act as the department receptionist in greeting employees and the public; Complete work orders, requisitions, check requests, initiate billing, and facilitate reimbursements; clerical accounting for Nutrition Service inventory and labor data reporting; Work with Nutrition Services staff to complete all projects as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- One (1) year of secretarial/clerical experience
- Typing certificate at the rate of 40 W.P.M.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience/knowledge with school nutrition management software systems.
- Experience/knowledge in support of a multi-location organization.
- Demonstrated experience/knowledge of Kronos timekeeping system and AESOP absence reporting system.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines

- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office clerical work quickly and efficiently
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Ability to use standard database, spreadsheet and word processing software effectively. Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to organize and direct office services for a program unit
- Ability to make math calculations and computations accurately; ability to correctly check in materials
- Ability to maintain moderately complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain confidentiality in all aspects of this assignment
- Screen incoming calls for Nutrition Services and furnish desired information from knowledge of department or by referring to files and reports or refer to appropriate staff for action when necessary
- Enter facilities work orders in district software
- Perform general office duties and provide clerical support for Nutrition Services personnel
- Compile employee time reporting and verify absence records in conjunction with the employee absence tracking system for supervisory approval
- Maintain accurate files of Nutrition Services fleet maintenance records; and authorized driver records
- Keep an accurate and up to date filing system, operate appropriate office equipment, make

appointments, take messages, type correspondence, memorandums, reports, print materials, meeting notices, and other materials

- Perform department and district supplies purchases as necessary
- Complete work orders, requisitions, check requests, initiate billing, and facilitate reimbursements
- Follow all procurement card guidelines set by the district and correct discrepancies should they occur
- Call vendors for needed service and materials as directed
- Process mail (both out-going and in-coming)
- Use computer for word processing, E-mail, work orders, supply requests, purchase orders and data processing requests
- Initiate query databases and run reports as needed
- Perform clerical accounting for Nutrition Service inventory and labor data reporting, both at the central office and school locations
- Implement and maintain department billing process
- Assist in processing and verification of meal applications and family economic data surveys following federal and state guidelines
- Assist in department data collection and reporting as assigned
- Set up educational courses for Professional Development related to Nutrition Services in District PD system
- Enter and maintain database for staff educational credit
- Distribute and keep track of Nutrition Services employee uniforms (Chef's coat & hats

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Nutrition Services and/or administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.