

Secretary-Child Nutrition

Chickasha Public Schools

Job Title: Secretary
Location: Central Kitchen
Immediate Supervisor: Child Nutrition Leader
Supervises: CN Staff as directed by the CN Leader

Purpose of Position:

To enhance the operation of the Child Nutrition Department by performing clerical and secretarial functions and assisting in providing a quality food service program

Qualifications:

High school diploma or GED
Two (2) years of related office experience, preferably in a food service setting
Advanced training related to office management and computers
Knowledge of accounting and bookkeeping procedures
Must be bondable

| Physical requirements: | Skills, knowledge and abilities: |
|---|---|
| <ul style="list-style-type: none">• Good health and high energy level• Some bending and stooping• Ability to reach above shoulder level• Some climbing of short ladders• Ability to tolerate a stressful environment• Ability to lift objects weighing 10 lbs or more | <ul style="list-style-type: none">• Computer literacy• Filing, sorting, recording, tabulating and copying• Excellent computation skills• Effective communication both orally and written• Excellent interpersonal skills• Telephone etiquette• Ability to relate courteously with children and adults• Knowledge of accounting procedures• Effectively use all business machines• Work independently• Plan, schedule and organize work• Maintain a positive work environment• Interpret and apply laws, regulations and policies• Ensure the quality of work as measured against established standards• Maintain confidentiality• Proficient in multitasking |

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the CN Leader.)

- Comply with School Board Policy
- Answer the telephone and route calls and messages to proper individuals
- Receive daily food counts from the school sites and relay the counts to the cooks
- Pick up mail and run errands as requested by the CN Leader
- Type breakfast and lunch menus and distribute to school sites and to Public Information
- Maintain records on employee absenteeism and forms for substitutes
- Obtain substitutes as needed
- Receive and sort mail daily
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Cheerfully greet all visitors, making them feel welcome; providing assistance or directing them to the appropriate persons for information
- Responsible for accurate inventory of all supplies and materials; compiling and ordering general supplies for office use; checking supplies in and properly storing and dispensing
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the food service department.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date