

Auburn-Washburn USD # 437 Job Description

Title: Food Service Secretary

Qualifications:

- High school graduate, additional training in secretarial skills, accounting, and computer operations preferred.
- Knowledge and skills in operating standard office equipment.
- Demonstrate competence for assigned responsibility.
- Demonstrate ability to maintain complex clerical records and prepare statistical reports.
- Ability to follow complex and written directions.
- Exercise good judgment, tact, and courtesy.
- Such alternatives to the above qualifications, as are determined to be appropriate and acceptable.

Reports To: Food Service Supervisor

Summary: To assist and relieve Supervisor of paper work and impediments so they may devote maximum attention to the support service functions.

Essential Functions:

- Serve as personal secretary to the Food Service supervisor.
- Receive and process food orders from schools.
- Prepare correspondence, inner office forms, requisitions, and other related material.
- Schedule and maintain a record of appointments for the Supervisor.
- Maintain appropriate files to comply with state and federal requirements.
- Screen telephone calls for supervisor(s) and respond appropriately to requests for information and materials.
- Receive incoming mail for Food Service.
- Assist the Supervisor in compiling data and submitting reports to meet established deadlines and schedules.
- Assist with light catering duties on occasion, and lunch for Shuler Education Center staff.
- Update warehouse inventory from requisitions and invoices submitted by the warehouse manager (daily).
- Must be able to lift 25 pounds, and tolerate at least six hours daily in front of a PC display screen.
- Assist secretary to Director of Operations with work orders, requisitions, or any duties needed.
- Prepare correspondence, interoffice memos and forms, requisitions, and other related material.
- Maintain office files and associated records.
- Process district-wide work order system for Supervisor.
- Occasionally accept material at the warehouse, operate pallet jack, and issue supplies.
- Screen telephone calls for supervisor and respond appropriately to requests for information and materials.

- Receive incoming mail for Food Service.
- Assist the Supervisor in compiling data and submitting reports to meet established deadlines and schedules.
- Keep track of training requirements for Food Service employees through KSDE tracker.
- Process payroll documents.
- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Perform other duties as assigned.
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- Climbing: Ascending or descending stairs, ramps, and using feet and legs and/or hands and arms. The amount and kind of climbing required exceeds that required for ordinary locomotion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or rug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handing.
- Grasping: Applying pressure to an object with fingers and palm.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/ or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.
- Visual Acuity--Clerical: Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal extensive reading, visual inventory, and operation of machines at distances close to the eyes.
- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

Term of Employment: Twelve (12) months

Salary: Salary information is available from the Executive Director of Human Resources ~~and~~
~~Operations~~.

Evaluation: Performance of this job will be evaluated annually by the Food Service Supervisor.

Board Approved: October 16, 2023