

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Child Nutrition Administrative Assistant

FLSA: Non-Exempt

GENERAL SUMMARY

Performs various clerical and record keeping tasks and duties as required to administer various aspects of the Child Nutrition Services operation. Reports to the Director of Child Nutrition.

ESSENTIAL FUNCTIONS

Is prompt in ordering ample food and supplies for the Office of Child Nutrition. Accurately prepares and maintains food, supplies, chemicals, small and large equipment bids, and reconciles purchase orders. Assists in the preparation of food services bid documents including legal advertisements, notice to bidders, work specifications, etc. Develops and maintains appropriate records for food services bid files, phone quotation files, bidders lists and vendor files.

Routinely acts on day to day situations, working closely with and assisting administrative personnel, and district employees to ensure smooth operation of the banquets and catering function of the Office of Child Nutrition. Is accurate in maintaining and reconciling all financial records for the Office of Child Nutrition Banquet Fund.

Demonstrates the ability to review managers' reports for accuracy to include food and supplies and commodity inventories.

Establishes and maintains accurate and up-to-date files and records on an ongoing basis that includes food items, commodities, and USDA food and supplies inventories.

Effectively assist in the hiring process under the direction of the Human Resource Services Department.

Demonstrates the ability to set-up, operate, and administer the SNAP (Computerized Meal Count) system.

Performs clerical duties associated with office activities such as typing, preparing copies, screening incoming calls and mail, etc.

Interacts with various district administrators and staff, students, parents, government officials and agencies, etc.

Demonstrates the ability to work under pressure of deadlines and frequent interruptions.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with a minimum of two years administrative experience; or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid driver's license.

Knowledge:

Thorough knowledge of all standards, regulations and aspects pertaining to the school food service operation and the

maintenance of reports and records which must be prepared, processed and maintained to meet the requirements of the job. Knowledge of the principles of planning and organization. Thorough knowledge of modern office procedures and equipment. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software.

Skills/Effort:

Ability to maintain, interpret and apply all pertinent food service regulations and standards as related to job functions. Ability to make decisions in routine situations and receive direction from immediate supervisor in non-routine situations. Possesses skills required to function effectively in general office environment, and is capable of operating general office equipment. Possesses strong clerical and math skills. Skills and knowledge of spreadsheet creation, review, and analysis. Ability to meet deadlines with accuracy. Strong written, verbal communications and telephone skills. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operation of the organization.

Working Conditions:

Working conditions will consist of both office and school cafeteria environments. Physical demands include general office duties and the use of standard cafeteria/food service equipment and supplies. Duties may require the moving or lifting of items weighing up to fifty pounds. Ability to work under a degree of stress as related to duties that require constant attention to detail and meeting tight deadlines. Travel may be required.

Responsibility:

No direct budgetary or supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____

SCHOOL DISTRICT OF NEWBERRY COUNTY
CHILD NUTRITION ADMINISTRATIVE ASSISTANT