



Position Title: **Secretary III**

Department: Nutrition Services

Reports To: Director of Nutrition Services

**SUMMARY:** Serve as secretary/administrative assistant to the director of nutrition services and as facilitator for the department/public being served in communicating information, problem solving, material acquisition, cash handling and record keeping.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Types correspondence, letters and memos, purchase orders, check requests, forms, etc.
2. Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons
3. Performs duties relating to meal accounts such as collecting, reporting and input of data, and other issues as they arise
4. Maintain working knowledge of all kitchen procedures
5. Communicate with Head Cooks as needed to perform all duties
6. Compiles records to include, but not limited to: daily production sheets (meals for each school based on menus), product labels, recipes and nutrition statements (as required by ODE), free/reduced meal application process, menus, inventory, bidding, and other important items that impact the daily routine of the nutrition services staff
7. Possess ability to meet deadlines with severe time constraints
8. Receives visitors; answering questions; resolving nutrition services problems
9. Schedules requested conferences and takes minutes at all meetings
10. Serves as confidential secretary to the director
11. Maintains books for nutrition services accounts
12. Makes and records deposits
13. May be asked to work in kitchens to cover absences or work overload as needed
14. Assists with maintaining accurate warehouse inventory (may require working in freezers)
15. Correspond with district staff and stakeholders via email
16. May be asked to translate, if applicable
17. Occasionally may need to work irregular or extended work hours
18. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** 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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) required. Three to five years in general office work and/or training; or equivalent combination of education and experience. Oregon Food Handlers Certificate required.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Must type 55 words per minute. Ability to operate office machines and computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to handle a variety of duties all at once.

**PHYSICAL DEMANDS:** The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities

required by this job include close vision and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date