

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

FOOD & NUTRITION SERVICES DEPARTMENT SECRETARY

JOB SUMMARY: This position works under the supervision of the Food Service Supervisor to provide confidential secretarial services to ensure the efficient operation of the department. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Provides technical assistance to supervisor, school kitchen managers, and staff to implement program and district goals, objectives and operational and regulatory requirements.
- Serves as Receptionist taking messages and receiving deliveries.
- Regularly communicates with parents, school/program staff, vendors and the general public to support program and community needs and requirements.
- Collects, compiles and ensures accuracy of daily and monthly meal participation data for each individual school.
- Serves as department Subject Matter Expert on the Skyward Food Service module and operates within all Skyward modules to support food service operations.
- Collects, processes and ensures accuracy and confidentiality of all district Free and Reduced price meal applications. Communicates with schools and families to gather and verify application data as necessary. Utilizes Electronic Data System and electronically Direct Certifies students. (State system that coordinates Cedars program and includes food stamps & Medicaid).
- Knows, understands and assists in implementing the requirements of the Child Nutrition Program including:
 - Free and Reduced application, approval and verification process
 - Cashiering principles including confidentiality and Offer versus Serve
 - Data accuracy requirements including Edit Check
 - Annual Program Requirements including Reports, Logs, Audits and Recordkeeping
- Coordinates and schedules all substitutes' needs for the department.
- Serves as departments Subject Matter Expert on Point of Sale system and works closely with the district's Technology Department to support kitchen tech support/maintenance needs.
- Responsible for reviewing, verifying accuracy and submitting monthly Food Service Payroll.
- Responsible for the processing and placing of vendor food and supply orders for all schools, including verifying and processing of invoices and credits.
- Considerable knowledge of district and federal purchasing guidelines and requirements.
- Coordinates kitchen equipment and maintenance needs with the Maintenance Department.
- Actively visits and supports individual schools, communicating with the Supervisor on a continual basis the findings, problems and successes observed. Documenting as appropriate.
- Coordinates all school Catering events and orders, customer contact, scheduling and billing.
- Assists in developing, implementing and tracking professional growth and certification activities for staff.
- Assists new employees with paperwork, orientation and review of district policies and procedures.
- Maintains accurate personnel data, files and recordkeeping for all department staff.
- Provides direct assistance and supports the operational needs of all schools, kitchen managers and staff across the district including cashiering, training cashiers and preparation and service of food.
- Assists in planning and conducting staff meetings and workshops for food service personnel.
- Works at a high level of proficiency in Microsoft Office, Skyward, OSPI WINS and various software databases.

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- Responsible for understanding district financial policies and procedures, helping to implement and support department systems around cash handling, reporting and recordkeeping. Accounts for monies received at all schools.
- Responsible for departments' PCard (District Credit Card) reporting and documentation support.
- Maintains and supports the department's web prepayment systems. Responsible for daily reconciliation.

- Provides secretarial services to the Food Service Supervisor.
- Prepare correspondence, memoranda, bulletins, staff handbooks, parent communications, data tabulations and required forms efficiently and accurately.
- Provide secretarial services for other Food Service staff as directed by the building administrator.
- Provide information and receptionist services.
- Answer telephone(s), distribute mail and other printed materials to appropriate staff.
- Coordinate all services provided by the kitchens to students, parents, other staff and the general public.
- Oversee the maintenance of files and reports on student meal participation counts, Free and Reduced Meal applications, Verification, purchasing and other information as required by the district and USDA.
- Provide information to students, parents, and the general public regarding kitchen rules, regulations and events.
- Maintain department website and update as needed.
- Coordinate scheduling of kitchen facilities for community use.
- Process and ensure kitchen knowledge of health-related data and forms and assist with the provision of necessary accommodations for students with on-going health needs in cooperation with the school nurse and special services staff.
- Assist Supervisor with department budget preparation.
- Prepare electronic purchase orders and maintain purchasing records.
- Maintain departmental financial records as directed by the Supervisor and in coordination with the district business office.
- Inventory and order supplies for the office and individual schools.
- Maintain confidentiality and display ethical behavior.
- Perform other job-related duties as assigned by the building administrator.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Associates Degree or equivalent.
- Three or more years of secretarial experience.
- Valid Washington State Driver's License.
- Possess a valid Food Handler's card.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Knowledge of school operations.
- Knowledge of USDA Child Nutrition Programs (NSLP, SBP)
- Ability to communicate clearly and concisely both orally and in writing with students, staff, parents and the general public.
- Ability to organize and prioritize work.
- Possess excellent English, grammar and punctuation skills.
- Skill in providing technical advice and instruction to non-technical staff.
- Strong customer service skills.
- Possess a high level of accuracy and is able to prepare data for state and federal programs.
- Proficiency in bookkeeping skills.
- Ability to operate a variety of office equipment with skill and independence.
- High level of computer skills with proficiency and accuracy in word processing, data base, spread sheet and communication software.
- Knowledge and skill in filing and records management.
- Ability to establish and maintain cooperative working relationships with colleagues, parents, students and the community.

PHYSICAL DEMANDS:

- Frequent exertion of 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Frequent sitting, standing, walking, stooping, bending and occasional running.
- Perceiving the nature of sound, near and far vision with or without visual aids, providing oral information, the dexterity to operate business related equipment, and handling and working with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.