



# Longview Independent School District

## JOB DESCRIPTION

# SECRETARY TO THE DIRECTOR OF FOOD SERVICE

<b>JOB TITLE:</b>	Secretary to the Director of Food Service	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Food Service	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Food Service	<b>PAY GRADE:</b>	Clerical/Par 6

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### PRIMARY PURPOSE:

Organize and manage the routine work activities of the food service department and provide clerical services to the department head and other staff members

### QUALIFICATIONS:

#### Minimum Education/Certification:

High School diploma or GED

#### Special Knowledge and Skills:

- Proficient skills in typing, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing

#### Minimum Experience:

- Two years secretarial experience, preferably in a public education environment

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare correspondence, forms, reports, etc., using personal computer and typewriter
2. Compile pertinent data as needed when preparing various state and local reports
3. Maintain physical and computerized departmental files
4. Perform routine bookkeeping tasks



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

5. Assist with the preparation of purchase orders and payment authorizations
6. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office
7. Answer incoming calls, take reliable messages, and route to appropriate staff
8. Receive, sort, and distribute mail and other documents to department staff
9. Assist with ensuring that the food operations and child nutrition programs are supportive of the instructional goals of the district
10. Monitor and assist with processing work orders for equipment repairs and modifications
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: APRIL, 2020**