



JOB DESCRIPTION
Secretary to Child Nutrition Director – Child Nutrition Department

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The Secretary to Child Nutrition Director, under the direct supervision of the Director of Child Nutrition, performs all secretarial duties of Child Nutrition including answering phones, filing, and processing Free Lunch applications.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- One to two years secretarial experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be able to provide current insurance for vehicle used for travel
- Bilingual in Spanish preferred.

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in keyboarding, 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
- Ability to work well and in a positive manner with employees and the public

DUTIES AND RESPONSIBILITIES:

1. Types all correspondence for Child Nutrition Director and work orders for Child Nutrition Department.
2. Assists in the maintenance and operation of the Free Lunch Program.
3. Works with Human Resources Department concerning workers compensation and all accident reports.
4. Assists in answering the telephones and answering general information questions.
5. Sets up special functions as needed and bills appropriate department. Keeps updated files in payment of special functions.
6. Verifies amounts on invoices before going to bookkeeper.
7. Issues keys and maintains key box.
8. Prepares reports and spreadsheets for Child Nutrition Director.
9. Maintains Child Nutrition Calendars and all files.
10. Distributes mail.
11. Works as a cashier in school cafeterias as needed.
12. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), understand verbal instructions, reason, read, coordinate, compile, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, hear, repetitive hand motions, speak, maintain visual acuity, and limited traveling.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: October 8, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.