

Administrative Assistant to Food Service Manager

Purpose Statement

The job of Administrative Assistant to Food Service Manager is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; coordinating assigned activities; interfacing with a variety vendors; maintaining department data, files and records; providing support to site administrators, and staff; and assisting in the resolution of a variety of issues.

This job reports to Food Service Manager

Essential Functions

- Assists in maintaining inventory items for the purpose of ensuring accuracy and availability of necessary items.
- Attends departmental meetings for the purpose of providing and gathering information relating to job functions.
- Communicates with parents and/or legal guardians for the purpose of providing information regarding payments and/or setting up payment plans for past due accounts.
- Coordinates a wide variety of functions and activities (e.g. meetings, in-service events, travel and accommodations, District food service processes, etc.) for the purpose of completing activities and delivering necessary technology/administrative services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. food service program components, meeting arrangements, account balances, etc.) for the purpose of achieving Department goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Prepares status reports, user guides and related materials for the purpose of documenting activities, providing written reference and conveying information.
- Procures supplies and materials (e.g. necessary technology inventory for the department and District, etc.) for the purpose of maintaining availability and distribution of required items.
- Represents the food service department in the manager's absence for the purpose of conveying and gathering information required for Department programs and functions.
- Responds to a variety of questions from internal and external parties (e.g. site staff, administration, and vendors, etc.) for the purpose of providing information, guidance or referral.
- Trains school site staff, when assigned, on a variety of food service applications and operations for the purpose of providing ongoing support and maximizing the capabilities of assigned staff.
- Verifies free and reduced food service applications for the purpose of ensuring accuracy, completeness and compliance with legal specifications.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using District related software applications; preparing and maintaining accurate records; training personnel; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; in depth knowledge of District Software programs; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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