

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Food Service Secretary II*
WORK YEAR: *198 - 260 Days*

JOB DESCRIPTION: Under the general direction of the Food Service Supervisor or Director or designee; perform a wide variety of highly skilled clerical and secretarial tasks. Work performance of employees in this job class are directed and monitored by the department administrator. This job class requires extensive staff, public, and organizational contact requiring the accurate interpretation of district and department policies, procedures, standards and requirements within a broad framework of State and Federal rules and regulations specific to the multitude of school food service programs. This job class also requires strong performance in planning, organizing and participating in assigned office operations and related work as assigned. Persons employed in this position must demonstrate an example of professional appearance and presence; and must also work positively and cooperatively with students, staff, and parents with emphasis on confidentiality and diplomacy.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E)).

1. Receives, opens, sorts, and distributes mail; receives and inventories new equipment and software; and responds to items not requiring the personal attention of department administrator or office manager. Composes correspondence independently, and completes necessary filing. Maintain confidentiality of sensitive and privileged information. (E)
2. Inventory, order, receive, store and distribute office and departmental supplies, materials and equipment. (E)
3. Coordinate office communications; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide technical information related to programs, equipment, policies, and procedures; resolve issues as appropriate. (E)
4. Type letters, reports, memoranda, contracts, legal documents, records, forms and other materials from straight copy, rough drafts or oral instructions. (E)
5. Operate a variety of office equipment. (E)
6. Assist with maintenance and programming of food service software and POS programming. (E)
7. Perform diagnostic tasks on food service software and POS terminals.
8. Arranges and schedules a variety of meetings, orientations, appointments, etc.; act as point of contact among departments, staff, vendors and system users. (E)
9. Act as liaison between district school sites, other departments and outside vendors for program implementation. (E)
10. Communicate with school site kitchen staff and outside vendors for product ordering and delivery coordination. (E)
11. Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; process a variety of forms and requests pertinent to the assignment. (E)
12. Maintain various office and departmental records and files; sort, file and purge materials according to established procedures; release information from files to authorized personnel and outside agencies as appropriate. (E)
13. Financial records: assist sites with daily cash balances and troubleshoot discrepancies. (E)
14. Student food service account creation, maintenance and troubleshooting. (E)
15. Process cash deposits at local bank. (E)

16. Confidential District level processing and data entry of student eligibility information from all sources: i.e; County and CalPADS raw data files of student eligibility; Household income information and applications via online data submission and hard copy. This work specifically includes raw data file manipulation for upload compatibility to the SIS (Student Information System) and mapping of the food service software. *(E)*
17. Responsible for the State mandated annual Verification report in CNIPS. *(E)*
18. Assist in the coordination of staff absences, and securing substitutes. *(E)*
19. Assist with requests for services and/or service tickets from outside vendors and internal work orders. Assist in the dissemination of schedules and information to staff regarding work orders, projects and schedules. *(E)*
20. Maintain department website that includes compliance with CDE requirements, ensuring website links to applicable programs and services are up to date. *(E)*
21. May be required to substitute in site kitchens and perform Food Service III duties. *(E)*
22. May be required to perform warehouse duties that include physically loading/stacking product into freezers and warehouse. *(E)*
23. Performs other duties similar to the above in scope and function as required.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- Correct English usage, grammar, punctuation and spelling.
- Modern office practices, procedures and equipment.
- Effective financial record keeping procedures and techniques.
- Applicable laws, codes, rules and regulations related to assigned duties and school food service programs.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned offices or programs.
- Telephone techniques and etiquette.
- Research methods and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Principles of providing work directions to others.

Ability to:

- Work independently with little direction; understand and work within scope of authority. Perform the duties of an Office Assistant and Food Service III staff.
- Establish and maintain effective, cooperative and harmonious work relationships with those contacted in the performance of job duties.
- Understand and follow complex oral and written instructions in an independent manner. Establish and accurately maintain a variety of complex records and files, and prepare related reports.
- Communicate with others in an effective and sensitive manner, both orally and in writing in a timely manner.
- Read, write, and speak English.
- Perform advanced and complex secretarial/clerical work and mathematical calculations with speed and accuracy.

- Analyze situations and take appropriate actions regarding routine procedural matters without immediate supervision.
- Plan, organize, and coordinate assigned tasks to meet established timelines.
- Perform keyboard skills of 50 wpm.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without visual aids.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Enter data into a computer terminal, use standard office equipment and dial a telephone. Stand, walk, bend over, stoop, grasp, reach overhead, push, pull and move, lift and/or carry 0-20 pounds frequently, over 21 pounds occasionally with assistance.

PHYSICAL

- **Standing/Walking:** Frequently; throughout office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 0-20 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 21 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

Working Conditions:

Office environment. Warehouse environment. Occasional cafeteria environment; including exposure to food products, and heavy and hot kitchen equipment. Weekly or more driving of vehicle to conduct work.

Education and/or Experience Required:

- AA Degree, or equivalent college level training; preferably in secretarial, accounting, computer technology, food science/nutrition or a related field.
- OR:**
- Three years of recent experience with software and computers in the performance of the functions of this job description. Preferably in a public-school system food service department which demonstrates possession of the knowledge and abilities to perform tasks stated within this job description.

Employment Standards:

- Valid California Class C Driver license, with proof of auto insurance.
- Ability to complete annual State mandated training hours for this position, as determined by the State.
- Ability to complete ServSafe Certification, if deemed necessary.

SALARY: *Placement on the CSEA Salary Schedule, Range H*

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.

CSEA Ratification: 1/12/2024

Board Approved: 3/7/2024