



David Douglas School District #40

Classified Job Description

SECRETARY III – MEAL APPLICATION

Schedule: 10 months
Class: 14

POSITION PURPOSE

To process and maintain free and reduced price meal applications

NATURE AND SCOPE OF RESPONSIBILITIES

- Communication with Parents and handling of confidential information. Answer telephones and take messages. Process and maintain applications for free and reduced price meals and annual verification of those applications. Call parents of students to obtain additional information in order to determine qualification for meal benefits
- Collect and organize information provided monthly by all sites in order to prepare monthly reports for their food programs. Review their programs and work with personnel to resolve problems or concerns with regard to their meal programs
- Check the computer information in mealtime at the school locations to determine if errors or omissions have occurred, so they can be corrected in a timely manner. Double check all meal counts in mealtime for accuracy
- Do onsite review of dinner and snack programs and collect the necessary information from those programs to prepare reports monthly. Maintain and monitor the accuracy of attendance records and meals served in those programs. Provide training to adults who will be serving food to students in the after school meal programs. Compile data on the above and preparing related reports
- Assist other school personnel as necessary
- Perform other duties, as required

QUALIFICATIONS

- High school diploma or equivalent
- 21 years of age or older
- Current Food Handler Card
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing; use of telephone, calculator, fax, copier and other office equipment
- Knowledge of school operations and personnel
- Ability to work as a team member with the building personnel
- Ability to remain flexible and work with frequent interruptions
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, staff, and parents
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.