



David Douglas School District #40

Classified Job Description

SECRETARY III – NUTRITION SERVICES SECRETARY

Schedule: 12 months per year

Class: 14

POSITION PURPOSE

To perform secretarial, clerical, and support services for Nutrition Service's Office.

NATURE AND SCOPE OF RESPONSIBILITIES

- Provide support to District Offices and Nutrition Services Staff
- Answer telephone calls, receive visitors and answer inquiries or refer to appropriate person
- Scheduling substitute cooks, recording use of various leaves within the Department
- Schedule Interviews related to positions posted within Nutrition Services Kitchens
- Review applications, schedule and Interview personnel for On Call Substitute Cooks
- Complete Personal Action forms for new hires and forward to Human Resources
- Enter Inventory received from Vendors
- Make arrangements for all Kitchen equipment repair at all locations in District
- Maintain records regarding Nutrition Service equipment work orders
- Type correspondence and data for reports
- Maintain department files and records
- Purchase Orders, Invoices, and Requisitions to receive and transfer food or materials
- Transcribe monthly Nutrition Services meeting minutes
- Maintain Kitchen supplies, and First Aid supplies at all kitchen locations
- Provide to Special Projects, and edit, the monthly Lunch Menu for distribution
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- Strong communication and language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation, keyboarding, and use of computer programs involving word processing, spreadsheet, I Visions, Excel, use of telephone, calculator, fax, copier and other office equipment
- Ability to learn new software procedures
- Ability to set up and maintain an efficient filing system
- Ability to accurately enter and maintain Nutrition Services Daily Bank deposit records.
- Ability to understand and follow instructions with limited supervision
- Knowledge of office practices and procedures
- Knowledge of the organization and function of District's departments and schools
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing
- Possess excellent attendance at work
- Must be flexible to receive calls at Home Residence before and after work for emergency help in Kitchens.

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending.

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.