

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Food Services Secretary

GENERAL SUMMARY

The purpose of this position is to manage and assist the operations of the Food Services department, to provide some training on POS and computer support for all department personnel, to help facilitate inventory entries, food orders, categorize and code invoices, coordinate and answer POS questions, to perform a variety of clerical duties and perform public relations and communication services for the food service department.

This position is characterized by frequent contacts with staff, the public, and a good working knowledge of office procedures is required to direct inquiries of various aspects of the work to the proper person and to establish and maintain supportive files, records, and routines.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED; completion of basic typing/computer program, and training that would provide the applicant with the desired knowledge, skills, experience with multi-tasking and abilities required to perform the work: Necessary knowledge of food service and safe food handling procedures.
- Valid Washington State Food Handler's Permit
- Valid Washington State Driver's License
- ASFSA membership desirable

Knowledge, Skills and Abilities

- Knowledge of Point of Sale (POS) system
- Knowledge of computer programs, Excel, Word
- Ability to communicate effectively
- Ability to construct, implements, and monitors timelines and meet deadlines on projects and reports
- Ability to organize and prioritize work
- Ability to establish and maintain good working relationships with a variety of other employees
- Ability to work in a team setting
- Ability to use a computer, access e-mail, send attachments, create and open documents
- Ability to work under pressure and in stressful situations with time schedules and inflexible deadlines
- Skill in providing technical advice and instruction to non-technical staff

- Ability to sit for prolonged periods of time
- Skill in data processing operations
- Skill in troubleshooting and able to make decisions
- Skill in user liaison and customer service
- Strong customer service skills
- Strong math skills

DUTIES AND RESPONSIBILITIES

- Maintains accurate files for invoices
- Review outgoing correspondence for signature, format, and typographical accuracy
- Relay messages and instructions to staff either by phone, e-mail, or voice mail
- Help keep account records, invoices, and prepares forms
- Knowledge of spelling, punctuation, composition, and grammar is required
- Gathers information, copies, and distributes mail
- Serves as liaison between food service employees and director, takes minutes at all lead cook meetings and disperses information
- Updates computer and enters food orders, check for accuracy, and transmits order
- May be required to serve as a substitute in other food services positions in an emergency
- Serves as member of the food service team of the district, performs related duties consistent with the scope and intent of the position as assigned
- Performs other duties as assigned

SUPERVISOR: Food Services Director

5/9/01