

Administrative Assistant – Class 2

Qualifications:

1. High School Diploma or equivalent.
2. Coursework and/or experience in office machines and practices.
3. Demonstrated aptitude and competency for assigned responsibilities
4. Ability to communicate effectively.
5. Computer experience including data base, word processing, and spreadsheets.
6. Ability to keep information confidential.

REPORTS TO:

District Food Service Director.

JOB GOALS:

Contribute to the efficient operation of the Food Service office. Perform usual office routines and practices associated with a busy yet productive and efficiently run office. Maintain free/reduced household records. Perform and provide the necessary reports and requests required by the state of Wisconsin Department of Instruction

PERFORMANCE RESPONSIBILITIES

Perform usual office routines and practices associated with a busy yet productive and efficiently run office. Receives and routes all incoming calls.

Greets all visitors courteously, determines their need, assist in resolving requests or issues.

Maintain free/reduced household records. Assert confidentiality when receiving, processing, or discussing various status or eligibility situations of students and their households. Perform state reports and duties as required by the Department of Public Instruction. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced price meals.

Maintain student meal account records. Assist food service personnel with maintaining accurate student account records and reports.

Files correspondence and other records depending on the practices of the Food Service office. Prepares parcels for mailing or shipping. Maintain office machines. Order office supplies for all staff.

Perform scheduling tasks for food service personnel. Schedule regular staff and substitute staff. Coordinate schedules.

Update information on computer system to reflect most current information needed to operate the Point of Sale systems and Free/Reduced Applications systems at all schools. Coordinate the maintenance for point of sale computers. Update any necessary computer software as needed for food service operations.

Performs tasks and other responsibilities which the Director may assign.

WORK SCHEDULE:

The work days shall be established by the Director but shall not exceed 7.5 hours per day, excluding 1/2 hour duty free lunch, unless other arrangements are made by Director and approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.