

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: FOOD SERVICE ASSISTANT/SECRETARY/CLERK

Supervisor: Food Service Director and/or Food Service Manager

**GENERAL JOB DESCRIPTION:** To assist administration, staff, and visitors in any way necessary to maintain a quality food service throughout the District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Work cooperatively with colleagues, supervisors and administrator
2. Be self-motivated.
3. Demonstrate ethical behavior
4. Engage in self development.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do successfully to complete assigned work.
8. Project an over-all concern and personal appearance as it relates to job performance.
9. Perform usual office tasks to include, but not limited to: typing, filing, receiving, placing and routing phone calls, and correspondence and working knowledge of the computer.
10. Maintain and keep files current.
11. Assist with and type reports as directed.
12. Accounting and bookkeeping for student activity and booster accounts.
13. Gather, file and disseminate information as required.
14. Receipt and deposit monies and keep a true and accurate accounting of all accounts.
15. Ability to deposit money daily and understanding banking procedures.
16. Originate and account for requisitions, originate and verify purchases from Cafeteria Budget, ability to review and knowledge of purchasing.
17. Receive visitors to the office and respond to their needs.
18. Contribute to the welfare and effectiveness of the school and District by adhering to high ethical standards of performance and interpersonal relationships.
19. Submit all leave request to Central Office.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Keep an accounting of and assist with fire drills, supply orders, and timesheets for staff.
2. Receipt and deposit monies and keep a true and accurate accounting of all sales.
3. Be available to work odd hours.
4. Utilize the computer for various programs necessary for food services such as Horizon and PAWS.
5. Refer all medical emergencies to school nurse and follow district policies for special diets working with nurse and parents.
6. Perform other tasks as may deem appropriate and necessary by the immediate supervisor and/or the Superintendent.

### **QUALIFICATIONS:**

1. High school diploma or GED equivalency.

2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge of purchasing procedure.
5. Demonstrated knowledge and skill of computer function and operation.
6. Possess a valid New Mexico driver's license appropriate for operating vehicles.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 50 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

Knowledge of universal hygiene precautions.

**EQUIPMENT/MATERIAL HANDLED:**

Must know how to properly operate or be willing to learn to operate relevant multi-media equipment including current technology.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

**TERMS OF EMPLOYMENT:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_