

TITLE: Support Service Secretary for Food Service/Warehouse

- QUALIFICATIONS:
1. High school graduate, additional training in secretarial skills, accounting, and computer operations preferred.
  2. Demonstrate typing and word processing skills on district test battery.
  3. Knowledge and skills in operating standard office equipment.
  4. Demonstrate competence for assigned responsibility.
  5. Demonstrate ability to maintain complex clerical records and prepare statistical reports.
  6. Ability to follow complex and written directions.
  7. Exercise good judgment, tact, and courtesy.
  8. Knowledge of operation of an electrical forklift is helpful.
  9. Such alternatives to the above qualifications as are determined to be appropriate and acceptable.

REPORTS TO: Supervisor of Food Service

JOB GOAL: To assist and relieve Supervisor of paper work and impediments so they may devote maximum attention to the support service functions.

ESSENTIAL FUNCTIONS:

1. Serve as personal secretary to food service supervisor.
2. Receive and process food orders from schools.
3. Prepare correspondence, inner office forms, requisitions, and other related material.
4. Schedule and maintain a record of appointments for the Supervisor.
5. Maintain appropriate files to comply with state and federal requirements.
6. Screen telephone calls for supervisor(s) and respond appropriately to requests for information and materials.
7. Receive incoming mail for food service.
8. Assist the Supervisor in compiling data and submitting reports to meet established deadlines and schedules.
9. Assist with light catering duties on occasion.
10. Update warehouse inventory from requisitions and invoices submitted by the warehouse manager (daily).
11. Must be able to lift 50 pounds, pull up to 1000 pounds on a manual pallet jack, and tolerate at least six hours daily in front of a PC display screen.

12. Operate the Transportation radio one hour each morning and one-half hour each noon.
13. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. The amount and kind of climbing required exceeds that required for ordinary locomotion.
2. Reaching: Extending hand(s) and arm(s) in any direction.
3. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
4. Pulling: Using upper extremities to exert force in order to draw, drag, haul or rug objects in a sustained motion.
5. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
6. Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
7. Grasping: Applying pressure to an object with fingers and palm.
8. Talking: Expressing or exchanging ideas by means of the spoken word.
9. Hearing: Ability to receive detailed information through oral communication.
10. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
11. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.
12. Visual Acuity--Clerical: Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal extensive reading, visual inventory, and operation of machines at distances close to the eyes.
13. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
14. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

**TERM OF EMPLOYMENT:** Twelve (12) months

**SALARY RANGE:** CLASSIFICATION LEVEL F

**EVALUATION:** Performance of this job will be evaluated annually by the Supervisor of Food Service