

**Job Title:** Administrative Assistant – School Nutrition

**FLSA Exemption Status:** Non-Exempt

**Term:** 220 days

**Minimum Qualifications:**

1. Minimum of a high school diploma or general equivalency diploma is required;
2. Preferred - At least three (3) years of school food service experience or related experience;
3. Knowledge of computers, Microsoft Word, Excel, PowerPoint, etc. and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To assist the Director – School Nutrition with the daily and general operations of the school service program.

**Responsibilities and Essential Functions:**

1. Provides technical assistance to supervisor, school managers and staff to implement program goals and objectives;
2. Coordinates individual school reports to assist in compilation for reimbursement;
3. Knows, understands and assists in implementing the requirements of the Child Nutrition Program;
4. Assists managers to ensure that all meals served meet USDA standards;
5. Compiles and processes data for the free and reduced meal applications and maintains accurate records;
6. Communicates with the supervisor on a continual basis the findings, problems and successes observed in individual schools and documents findings;
7. Participates in planning and billing of catering activities;
8. Responsible for reviewing employee time sheets and documenting time off for employees;
9. Assists in developing and implementing professional growth and certification activities for staff;
10. Assists in new employee orientation;
11. Assists in the management of accurate personnel data;
12. Provides direct assistance to the cafeteria managers;
13. Assists in on-the-job-training (as necessary) in work scheduling, equipment use and care, food production, nutrition, sanitation, storage, recordkeeping, nutrition education, procurement, and human relations;
14. Assists in monitoring working conditions in all facilities and recommends methods for increasing efficiency; 15. Assists in planning and conducting staff meetings and workshops for food service personnel;
15. Assists in procuring foods and supplies following established procedures;
16. Works with managers to evaluate price and quality of food and supplies;
17. Assists with inventory;
18. Assists in determining specifications for purchase of equipment;
19. Assists in determining maintenance and repair of equipment;
20. Assists in the adherence of safety standards and the implementation of safety training programs;
21. Assists in emergency and accident reporting and prevention;
22. Computes serving per purchased unit as needed;
23. Communicates effectively with parents, school/program staff, vendors, and the general public;
24. Utilizes proficiently Microsoft Word, Excel, PowerPoint, etc.;
25. Understands and utilizes the SNP's point-of-sale, order and inventory software;
26. Understands and uses appropriate, accepted accounting procedures and practices; and

27. Performs other related duties as deemed necessary by the Supervisor of School Nutrition and/or Director of Schools

**Responsibilities include:**

1. Good interpersonal skills.
2. Excellent organizational skills.
3. Proficient in verbal and written communication.
4. Proficient typing and proofreading skills.
5. Respect for confidentiality of information.
6. Ability to use time wisely.
7. Represents organization in a positive manner.
8. Proficient computer skills. 9. Enthusiasm.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Working Conditions:**

1. Normal working conditions in a normal office setting.
2. Anticipated to work 220 days (this includes 178 student instructional days and 32 additional days as designated by the Director – School Nutrition. A typical work day is eight hours. Occasionally requires atypical work hours

**Reports To:** School Nutrition Supervisor

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.