



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Administrative Assistant Food Service	<b>Location:</b>	Business Services
<b>Reports To:</b>	Director of Business Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent. Previous experience in working with state and federal school lunch program preferred

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

The person who occupies this position shall possess excellent qualifications for coordinating the activities of the food service office. This individual must be discrete, loyal, and efficient and be able to keep in the strictest confidence the business that crosses this desk. Work must be accurate, handling routine efficiently.

### Qualifications

- Ability to relate well with children, staff, and public
- Ability to communicate effectively, orally and in writing
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Filing
- Operation of routine office equipment
- Computer literacy/software, Excel, Word, Powerpoint, Internet access, etc.
- Possess basic skills in accounting and reporting procedures
- Demonstrated typing skills
- Ability to work effectively without direct supervision
- Basic transcription skills are highly desirable, but not necessary
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

- Conduct the office routine of the food service department under the direction of the responsible administrator
- Maintain accurate records and files of all required data for this position
- Answer telephones and relay messages in a tactful, courteous and informed manner
- Review and process all free and reduced applications
- Telephone parents to obtain information on incomplete applications
- Print and send notification letters to parents as needed
- Submit required reports and claims to the Arizona Department of Education via the ADE website
- Process withdrawals and transfers to keep current with enrollment
- Attend Arizona Department of Education trainings when necessary
- Research information for surveys received by the food service office
- Act as commodity coordinator by viewing ADE website for food items designated for the Lake Havasu Unified School District #1
- Determine which commodities are to be ordered for each site, what should be refused and what items should be returned to stock
- Coordinate arrival of commodities with menu dates for timely usage
- Determine which commodities should be processed and the amounts of yield each issued item will return
- Process items via the ADE website through ordering survey
- Coordinate with end product brokers to get the desired processed end items
- Coordinate storage of excess items as necessary



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- Perform other duties when assigned by the supervising administrator

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### **Other Information:**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.