

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY TO DIRECTOR OF CHILD NUTRITION

Wage/Hour Status: Nonexempt

Revised: 11-27-12

QUALIFICATIONS:

- High school diploma or higher education
- Proficient in keyboarding and computer skills
- Working knowledge of basic office procedures and the operation of common office equipment and machines
- Alertness and dependability
- Good telephone and public relations skills
- Good grammar and spelling skills
- Detail oriented
- Current food handler card
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

REPORTS TO:

- Director of Child Nutrition

JOB GOAL:

- To keep the Child Nutrition Department operating smoothly and efficiently by keeping accurate records and files and providing information to parents and school staff regarding child nutrition.

PERFORMANCE RESPONSIBILITIES:

- Process time sheets / determine accuracy.
- Receives and verifies receipt of merchandise (approximately \$50,000-\$75,000 per month).
- Prepare purchase order and then determines accuracy of invoices received and processes for payment.
- Process applications for Free/Reduced Meal Program for all Kerrville schools (approximately 4,800 students) – federal requirements.
- Determine if child is categorically eligible and maintains separate records/information requirements (such as head Start).
- Relay student information to managers of each cafeteria (8) in KISD while maintaining privacy of each child (under highly restrictive federal guidelines).
- Compile information for verification, based on child nutrition regulations—determining which are and are not subject to verification process—includes letter

to parents, receipt of income verification, notification of status change (federal requirement).

- Process and maintain monthly income reports, meal count totals, and client count totals (federal requirement).
- Check daily that accu-claim information is accurate and correct (federal requirement).
- Troubleshoot printer/computer problems, etc. for each campus child nutrition manager.
- Maintain/update employee files (approximately 45).
- Determine contact person for child nutrition equipment breakdown—contacting the appropriate craft person to repair/replace equipment (many times encompassing lunch hour), submit work orders through School Dude.
- Consult daily with each kitchen manager regarding student accounts, inaccurate student information, menu changes, weekly produce orders, workman's comp, employee illness, needs for substitute workers, etc.
- Compute/maintain various other yearly reports mandated by Texas Department of Agriculture (federal requirement).
- Help director with set-up, serving, and clean up of special district-wide in-service events professionally catered by the Child Nutrition Department for teachers and administrators.
- Help to develop marketing techniques to make school lunch/breakfast more appealing to students (federal requirement).
- Deal with problems, emergencies, etc. in event of director's absence.
- Type and send billing to departments or groups for catering and related services.
- Membership with the Texas Association for School Nutrition and School Nutrition Association.
- Purchase necessary supplies for child nutrition department.
- Prepare purchase orders for refunds to students who are moving, etc.
- Assist clients with completing meal applications and determining their status.
- Telephone clients to ascertain missing information on applications (almost daily).
- Keep abreast of current regulations that affect all the federal requirements by attending workshops or reading current regulations on Administrative Reference Manual and regular updates of ARM.
- Assist local auditors for requested information from Child Nutrition records.
- Prepare for Coordinated Review Effort from Texas Department of Agriculture (TDA) all federal required reports and records.
- Type monthly production menus.
- Type weekly production records for use in kitchens (federal requirement).
- Train new managers.
- Fill in; in absence of a manager.
- Telephone substitute workers.
- Keep records of absentees.

- Perform additional duties, support administrative and board policy, and accept other responsibilities as may be assigned.
- Conducts oneself in a professional manner in accordance with district expectations and the Texas Education Agency Code of Ethics.

Mental Demands / Physical Demands / Environmental Factors:

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.