



JOB DESCRIPTION

JOB TITLE: **Secretary V (Food and Nutrition)**

Position Type: <b>Classified</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Director of Food and Nutrition</b>
Salary Range: <b>28</b>	
Term of Employment: <b>12 months</b>	Date: <b>October 19, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

To assist the Food & Nutrition Department by performing a variety of office duties, maintaining records and communication tasks while recognizing and respecting the importance of confidentiality in all matters relating to the District.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Maintains required forms and records as assigned by the Director. Compiles and/or types a variety of forms, reports and records from various reference sources. Assists in securing official permanent records.
- Maintains weekly ordering processes through vendor website in order to complete cycle of food/non-food product distribution.
- Processes orders of food products from distributors and schedules receiving appointments. Coordinates food distribution between distributor and site kitchen manager.
- Processes payment of services to the Food and Nutrition Department through purchase orders. Corresponds with the Finance Department on payment procedures. Processes vendor invoices for completion of weekly voucher payment through district IVEE software. Maintains purchase order totals to reflect current expenditures for budget purpose.
- Communicates and coordinates with the Facilities Department regarding work order and equipment repairs.
- Interacts daily with all kitchen site managers regarding various issues: equipment repair, needed supplies, orders, deliveries, meetings, etc.
- Prepares composition of various reports and communication for all department functions as directed. Inputs miscellaneous data into Eatec software for sales analysis.

- Provides and receives information requiring some judgment of discretion regarding current and specific business of work system by computer, telephone or in person.
- Assists administrators and staff with concerns or questions and directs to appropriate person/department.
- Orders, receives and distributes bank supplies and office supplies. Coordinates cash flow process from kitchen site to district office to bank. Coordinates mail distribution to all kitchen sites.
- Attends staff meetings, gives and receives information as required.
- Demonstrates teamwork through attitude and activities.
- Routinely and effectively schedules and communicates job assignments for subordinates and self as required for efficient office management.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follows the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively speak simple sentences and understand simple instructions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Food Handler's Certificate obtained from the Maricopa County

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms talk, and hear.
- Occasionally required to walk, climb or balance; steep, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*