

Fairfield Public Schools

Title: Secretary-Food Services (S-9, 11 months) 208 days

Job Purpose Statement:

Performs independent and responsible clerical, secretarial and computer work using current office technology and programs. Responsible for timely and accurate calculations and entries and a variety of assigned tasks within the scope of the Food Services/ Business Offices. This job requires strong computer and multi-tasking skills as well as clerical, secretarial and organizational skills. The secretary deals with confidential information and it is essential that she use discretion in the performance of duties.

Supervision Received:

Receives general, task and project supervision from the Director of Food Services and the Director of Finance and Business Services.

Supervision Exercised: None.

Essential Job Functions:

Operates and maintains the Food Services Point of Sale Software system which includes troubleshooting, creating reports, verifying and reconciling, training and assisting with questions and system enhancements. Assists with investigating, reporting and resolving account discrepancies.

Maintains the Food Services webpage which includes updating, adding and deleting information.

Creates and maintains school kitchen equipment inventory to include monthly report on repairs.

Answers and screens incoming telephone calls. Responds to inquiries and provides information as appropriate. Opens and distributes mail.

Works cooperatively with the Food Service Management Team and provides secretarial support within the Food Services Office.

Provides assistance with food orders as needed. Enters, tracks, records and adjusts monthly food commodity orders. Word processes correspondence, memoranda and reports; prepares routine correspondence.

Processes and maintains Free and Reduced Lunch applications; maintains computerized food/supply inventory; maintains filing system; processes catering invoices.

Performs other duties as assigned by the Director of Food Services and Director of Finance and Business Services or designee.

Incidental Job Functions:

Interacts with staff members, vendors and the public on a daily basis. At times, may have to visit schools to address issues.

Assists with front-desk receptionist duties, as needed.

Knowledge, Skills and Abilities:

Thorough knowledge of modern office practices, procedures and equipment, including computer, calculator, copying machines and fax machine. Knowledge of business English, spelling and mathematics. Ability to relate in a positive, friendly manner with staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to follow written and oral instructions, perform word and data processing, basic bookkeeping tasks, organize and maintain files and records and operate a variety of office equipment.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical experience or an equivalent combination of education and experience. Strong computer and interpersonal skills are required. The Secretary receives frequent telephone calls and other interruptions; it is essential that the secretary be pleasant, calm, efficient and helpful in all contacts.

Physical Exertion/Environmental Conditions:

Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members and the public.