

GODDARD USD 265
CLASSIFIED JOB DESCRIPTION

POSITION: Nutrition Service
Assistant Director

RESPONSIBLE TO: Nutrition Service Director

EVALUATED BY: Nutrition Service Director

TERMS OF EMPLOYMENT: Classified Position
Hourly Rate of Pay

PURPOSE OF POSITION: Assist Nutrition Service Director in managing operations associated with the nutrition service department; must have knowledge of Director's job description and be able to perform any or all of the Director's job duties when the Director is unavailable. Provide secretarial support and coordinates efficient operation of the nutrition service office: deals with public/internal business; office management, scheduling of substitute workers, access grocery ordering system and Microsoft office; process free and reduced price applications, works with Homeless Liaison to insure free meals to homeless students, to supports staff and parents with NutriKids functions and activity; supports concession staff and manages Nutrition Service Petty Cash account.

ESSENTIAL DUTIES:

1. Perform any or all of the Director's job duties when the Director is unavailable
2. Works with Homeless Liaison to insure free meals to homeless students.
3. Access and compiles weekly vendor orders; review before submission; update catalog.
4. Process all free and reduced price applications; assist school secretaries with accurate monitoring; compile reports for district and KSDE yearly counts.

5. Operate office equipment and machines including, but not limited to, computers, typewriter, adding machine, calculators, copy machines, and intercom system. Have basic knowledge of kitchen equipment and/or meal tracker system as to know how to assign assistance or repair when needed.
6. Maintain financial and personnel records for Goddard Nutrition Services; collect deposits and distribute accordingly; assist school secretaries as required.
7. Prepares outgoing mail, notices, composes and types routine correspondence.
8. Maintain and balance bank statement of Nutrition Service Petty Cash account and submit to Accounts Payable.
9. Prepares and tracks Special Request activity and bills within the district.
10. Works with Nutrition Service staff as required, including, but not limited to scheduling meetings, preparing and disseminating production forms, ordering and distributing operating supplies and requisitions for services.
11. Answers telephone and provides information to callers and routes calls.
12. Develops request for office equipment repairs and monitors office supplies.

OTHER JOB DUTIES (Other duties may be assigned):

1. Provides information to the public.
2. Coordinates and participates in in-service training.
3. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.
4. Other jobs as assigned by supervisors.

REQUIRED QUALIFICATIONS:

Prefer college degree; minimum college experience. Must have appropriate previous work experience. Must demonstrate skills including, but not limited to typing, transcription, word processing, computer expertise, manual filing and organizational abilities.

ATTENDANCE REQUIREMENTS:

A 12 month contract with a 40 hour workweek will be required, with the understanding that schedules/shifts may be altered depending upon the critical nature of the job. Workday hours will be determined as required by conditions and/or requirements. Sick and vacation allowances are included in the district policy.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:

1. Manages all job duties with the mobility, agility, dexterity, and focused observation it takes to meet standards of performance.
2. Ability to work in moderate environmental conditions and noise levels.

3. Prolonged periods of sitting may be required.
4. Must demonstrate ability to work in environment with many distractions and job interruptions.

PERFORMANCE STANDARDS / EVALUATION:

1. Must support district mission, goals and objectives.
2. Must demonstrate ability to take and communicate oral and written instructions.
3. Must demonstrate ability to train, motivate and lead child nutrition/wellness personnel.
4. Must perform budget planning, purchasing and price control.
5. Must demonstrate ability to direct and maintain food service operations and any equipment associated with food service.
6. Must meet quality standards and on time requirements in job duties and at building assignments
7. Must meet all district safety requirements.
8. Must meet these standards in a time sensitive manner as deemed necessary by Administration.
9. Must supervise and train personnel assigned.
10. Must meet personal grooming standards of the district.
11. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.
12. Must demonstrate strict confidentiality as to all information concerning students, parents, teachers, administrators, and employees of USD 265.

I fully understand the job description that I have just read and can comply fully with all requirements.

_____/_____/_____
Employee's Signature Date

_____/_____/_____
Supervisor's Signature Date