

Harlem Consolidated School District #122

Job Description Food & Nutrition Services Administrative Assistant

Supervisor: Director of Food & Nutrition Services
FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School Diploma or equivalent and meets the USDA hiring standards of a school district with student enrollment of 2,500-9,999 (Associate's degree or equivalent educational experience, with academic major in specific areas and at least two years of relevant school nutrition programs experience)
2. Knowledge of (proficient skills in) Microsoft Office
3. Knowledge of common office software and equipment use
4. Food service sanitation license/food handler
5. Excellent verbal and written communication skills
6. Must be self-directed and require minimal supervision
7. High degree of confidentiality
8. Must understand the National School Lunch Program and department government regulations
9. Manual dexterity, stamina, ability to work with chemical cleaning agents, and strength to lift and carry objects weighing up to 50 lbs.

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day
- At least 10 hours of annual continuing education/training

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Process and maintain student meal eligibility.
3. Maintain free/reduced approval in food service software program for student meal services and provide sole documentation for student fees billed by district secretarial staff.
4. Compile information for Food Service grants and submit claim for reimbursement.
5. Assist business office with verification of residency during registration.
6. Data entry of food service invoices and purchase orders.

7. Back-up Accounts Payable/Purchasing Secretary. (Prepares all department invoices, refunds, rebates and Federal/state claim.
8. Initiate other financial reports as needed to compile the monthly financial food service report.
9. Input accounts payable/purchase data in absence of Accounts Payable/Purchasing Secretary and in high-need times.
10. Verify food service payroll. (Process payroll for all department personnel).
11. Balance monthly food services bank deposit ledger.
12. Order office supplies for all district food service locations.
13. Assist Director of Food & Nutrition Services with on-site training and provide support to food service staff as well as building secretaries in food service software.
14. Maintain files, documentation and correspondences in accordance with the state and Federal regulations of the National School Meal Program.
15. Assist as district back up driver for Nutrition Services and satellite program.
16. Provide in-District Catering.
17. Collect data and inputs into all date for ISBE website for required reporting for the Director of Food & Nutrition Services.
18. Assist the Director of Food & Nutrition Services in preparing confidential documents for service agreement.
19. Prepare and coordinates staff memos and letters pertaining to progressive discipline.
20. Prepare personal action forms for all department personnel.
21. Audit and record all school meal revenue and participation reports.
22. Administrates Absence Management program and coordinates all replacements for absent employees.
23. Provides training for the district POS system for Nutrition Services.
24. Assist as district Food & Nutrition Services substitute.
25. Collaborate with collection agency for all Nutrition Services outstanding balances.
26. Maintain and update all employee certification and licensure.
27. Process and coordinate all employee travel.
28. Destroy files and shred documents.
29. Assist Director of Food & Nutrition Services for state on-site location visits and follow up reports.
30. Assist in-district Health Department scores and kitchen follow up.
31. Process and maintain department weekly inventory.
32. Keep current with best practices and requirements as they relate to your job assignment.
33. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.