

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Nutrition Services Administrative Assistant

Supervisor: Director of Food and
Nutrition Services

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School diploma 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.

Terms of Employment:

- Twelve (12) month year to year contract
- Eight (8) hour 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. Balance monthly food services bank deposit ledger.
11. Order office supplies for all district food service locations.
12. Assist Director of Nutrition Services with on-site training and support assistance to food service staff as well as building secretaries in food service software.
13. Maintain files, documentation and correspondences in accordance with the state and federal regulations of the National School Meal Program.
14. District back up driver for Nutrition Services and satellite program.
15. District Catering.
16. Collects data and inputs into all date for ISBE website for required reporting for the Director of Nutrition Services.
17. Services.
18. Assists the director of Nutrition Services in preparing confidential documents for service agreement.
19. Prepares and coordinates staff memos and letters pertaining to progressive discipline.
20. Prepares personal action forms for all department personnel.
21. Audits and records all school meal revenue and participation reports.
22. Administrator of new department AESOP program and coordinates all replacements for absent employees.
23. District trainer for our POS system for Nutrition Services.
24. District Nutrition Services substitute.
25. Collaborate with collection agency for all Nutrition Services outstanding balances.
26. Maintains and updates all employee certification and licensure.
27. Process and coordinate all employee travel.
28. Destroy files and shred documents.
29. Assists Director of Nutrition Services for state on-site location visits and follow up reports.
30. Assists 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.