

JOB DESCRIPTION
Nebo School District

Child Nutrition - Free and Reduced Secretary

Purpose Statement

The job of Child Nutrition - Free and Reduced Secretary is done for the purpose/s of communicating program information to a wide variety of groups and individuals, providing assistance to those applying for free and reduced meal applications, processing applications, maintaining accurate records for compliance, and training clerks and others in procedures and regulations.

This job reports to the Child Nutrition - Supervisor

Essential Functions

- Assists in training clerks for the purpose of disseminating information on regulations and lunchroom procedures for free and reduced applications.
- Collaborates with a variety of groups and/or individuals (e.g. parents, guardians, teachers, administration, food service personnel, etc.) for the purpose of communicating information, resolving issues and providing services in conformance with established guidelines in child nutrition.
- Communicates with the public on delinquent accounts for the purpose of maintaining accurate records and financial balancing of accounts.
- Coordinates and assists in providing data to Federal, State and District auditors concerning free and reduced applications for the purpose of providing information.
- Coordinates meetings with free and reduced applicants for the purpose of verification of application and services.
- Follows directions from Child Nutrition Supervisor for the purpose of conforming to state and federal regulations.
- Maintains meal applications for the purpose of verifying meal eligibility.
- Maintains files and/or records for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information.
- Processes free and reduced lunch applications at the district office for the purpose of determining and verifying students eligibility for free and reduced price meals in the National School Lunch program.
- Reviews monthly adjustment reports from each school for the purpose of correcting problems that are found.
- Serves as on-call support for a variety of department support functions (e.g. computer assistance, substituting for absent employees, general problem solving, etc.) for the purpose of ensuring that department functions proceed in a timely and efficient manner.

Other Functions

- Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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