



EMPLOYEE NAME: _____

Revised: 7/86; 7/89; 10/89; 11/89; 12/90; 6/92; 7/92; 5/93;
11/94; 5/95; 2/96; 12/97; 5/05; 11/06, 8/08; 10/12, 6/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary VI, FNS	JOB CODE: 487B
DIVISION: Business Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Executive Director, Food and Nutrition Services	PAY GRADE: Rank VI (NCO6)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Maintain high quality secretarial work while carrying out routine clerical duties; communicate both verbally and in writing to the public and school personnel; maintain a high level of public relations with public as well as central office and school personnel; secretary to Executive Director.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Two years specialized clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; word processing, Excel, and math aptitude

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists Executive Director: <ul style="list-style-type: none"> a. Maintains Executive Director’s and office files in an efficient and professional manner b. Keeps calendar and makes appointments for the Executive Director c. Assists Executive Director in time management and meeting deadlines d. Coordinates information flow between Executive Director, Staff, and School Café Managers e. Produces accurate correspondence f. Performs special assignments
3.	Handles large equipment and SPLOST purchases and warranties: <ul style="list-style-type: none"> a. Maintains warranty contracts for all equipment on Excel b. Follows up on installation c. Coordinates “under warranty” repairs d. Monitors and pays related invoices that are deemed “not covered under warranty” e. Maintains good working knowledge of equipment and relationship between CCSD, vendors and their contracted maintenance companies f. Updates specifications for equipment and supplies; types purchase orders g. Works with Maintenance Supervisor to merge two existing equipment tracking softwares to better track warranties and repairs
4.	Compiles data and produces Department reports and recommendations.
5.	Reviews job applications and schedules job interviews.
6.	Maintains job description revisions and ensures that they are maintained on the S drive.
7.	Acts as liaison for the Department with central office staff, principals, vendors, managers, etc.
8.	Handles confidential and personnel matters in a professional manner and provides excellent customer service and support.
9.	Prepares and submits Change Fund Check Requests for Back-to-School and special holiday meals.

10.	Issues access control cards/lock box keys and maintains database.
11.	Serves as back-up for posting bi-weekly and monthly payroll for Warehouse, Maintenance, MIT's, and FNS office.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____