



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 7/86; 7/89; 10/89; 12/90; 6/92; 7/92; 5/93; 11/94; 5/95;  
2/96; 12/97; 12/05; 11/06; 8/08; 10/12; 2/15, 6/16; 6/18

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary V, FNS	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Business Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Food and Nutrition Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Food and Nutrition Services	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Perform secretarial duties for the Food and Nutrition Service Department; 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 customer service with public, as well as, central office and school personnel.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Two years 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.	Provides clerical support to the FNS Director, Training and Compliance Associate Director, Area Supervisors, and others as needed; sorts, routes, and files mail/correspondence/records in a retrievable fashion.
3.	Processes refund check requests (student meal accounts).
4.	Serves as receptionist for the Department and provides excellent customer service and support.
5.	Completes and provides financial services spreadsheets to request payments for procurement cards/food/services/supplies/uniforms received.
6.	Orders office supplies for Food Service Managers and FNS office utilizing procurement card; reconciles procurement card monthly invoices.
7.	Processes in-service attendance/mileage records/local travel reimbursements/food loss reports; secures reservations and completes travel documents for staff development.
8.	Copies, collates, and distributes materials as needed; updates and distributes cafeteria fact sheets, phone trees, phone lists, etc.
9.	Maintains the office in an orderly and presentable appearance.
10.	Prepares for recognition award ceremonies (ribbons, certificates, plaques, etc.), and prepares materials for Back to School Training.
11.	Submits orders for cell phones; handles related invoices and maintenance requests.
12.	Submits PLU paperwork to Georgia Department of Education and maintains PLU notebook.
13.	Enters survey results, site visits, and review scores into Access data base.
14.	Performs year beginning and year ending file sweeps for virtual check-in.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_