

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Child Nutrition Technical Support/Secretary - Child Nutrition

Board Approved July 16, 2012

QUALIFICATIONS:

1. Extensive knowledge of computer programs and skills, including Microsoft Office: Word, Excel, PowerPoint, FrontPage Web Design, Remote Desktop Assistant; knowledge of McAleer accounting system a plus
2. Proficient word processing skills
3. Knowledge of proper English usage, grammar, spelling and punctuation
4. Ability to compose routine correspondence independently
5. Ability to understand and follow oral and written directions
6. Pleasing personality, level temperament and enjoy meeting and working with people
7. Technological skills including time card processing
8. Knowledge in accounting principles and bookkeeping
9. Successfully complete in-service training programs as required
10. College preferred, high school required

SUPERVISES: N/A

REPORTS TO: Child Nutrition Supervisor

JOB GOAL:

Employees in this classification perform extensive technology/clerical work specific to Child Nutrition such as word processing, remote desktop assisting, maintaining files and advanced computer technology skills knowledge.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Word processing and proofreading, filing, checking, and entering information on records
2. Answer multiple telephone lines, assists staff and public with any information needed
3. Processing a wide variety of materials, including records, reports, memorandums, tables, lists, and requisitions, from oral, rough-draft copy, or notes
4. Posting information including bid prices, invoices and monthly statements
5. Sorting and filing documents and records according to predetermined classifications; maintaining alphabetical, index and cross reference files
6. Completing Child Nutrition monthly payroll
7. Taking minutes for staff meetings, etc.
8. Mailing letters, forms, and publications
9. Receiving, sorting, and distributing incoming and outgoing mail

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10. Recapping food and supply orders weekly from school managers and process in Mississippi State Department website
11. Verifying food and supply inventory daily, weekly and monthly
12. Assisting in preparing and filing forms required by the State Department of Education
13. Ordering commodities and keeping accurate records of all documentation
14. Inspecting incoming shipments for accuracy
15. Verifying food and supply invoices and statements weekly
16. Entering vendor invoices for payment
17. Balancing and reconciling invoice batch checks
18. Checking vendor statements for payment accuracy
19. Verifying equipment inventory and depreciation monthly as needed
20. Performs other duties as assigned

TERMS OF EMPLOYMENT:

260 days

EVALUATION:

Performance of this position will be evaluated annually in accordance with established criteria for classified personnel.