

**ADMINISTRATIVE ASSISTANT
CHILD NUTRITION SUPERVISOR**

JOB SUMMARY

Under general supervision, performs secretarial and clerical services to support the school food service program and Child Nutrition Supervisor.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Ability to function in a variety of word processing, database, and spreadsheet programs
- Such alternatives to the above qualifications as the Child Nutrition Supervisor may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Child Nutrition Supervisor
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare correspondence, memorandums, reports, and other written correspondence as required
- Maintain attendance reports and accompanying records for the food service department
- Prepare payroll for food service employees; balance payroll following submittal of appropriate information from various departments; enter hours worked and complete process
- Receive payroll changes and enter into computer database; set up deductions as per employee forms for withholdings and additional programs in which employee is enrolled; may file associated forms
- Receive deposits and input numbers of free and reduced meals into computer
- Prepare verification forms of employment of food service employees
- Distribute payroll information to food service employees
- Compile information, type, and mail food service bulletins
- Prepare requisitions for the food service department for equipment and supplies; complete necessary documentation for payment
- Verify receipt of orders and process paperwork for proper payment
- Coordinate and analyze all major food bids for purchasing during the school year and maintain all files and documentation pertaining to those food bids (such as correspondence, price changes, complaints, etc.)
- Take small equipment requests from supervisory staff, call appropriate vendors for price quotations, and give orders to low bidder; keep all records on file
- Help coordinate major bids for purchasing during school year
- Assist with free/reduced meal applications
- Collect returned checks and work with bank on errors
- Pay all bills for food/nonfood, insurance, taxes, retirement, etc. end of each month
- Compile expenditures, income, and payroll reports for filing of State Reimbursement
- Compile food and nonfood inventories for each school cafeteria and consolidate
- Balance bank statement for payroll and vendor checks
- Close out books and balance for the end-of-year budget cycle
- Maintain and prepare various forms, reports, files and records as requested by the Child Nutrition Supervisor
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Perform other duties as assigned by the Child Nutrition Supervisor or the Assistant Director/Director of Schools