

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Food Service Administrative Assistant	Food Service	Food Service Director
JOB SUMMARY: Responsible for managing free and reduced lunch application and related data, and providing clerical support to the food service director to ensure the efficient functioning of the food service program.		
QUALIFICATIONS: High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheet). Must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION	FREQUENCY
	WORK YEAR: 173 days plus up to 30 additional days as determined by the Food Service Director	

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| 1 | Manage Nutrikids program and provide technical assistance to food service employees for the program, and update food service website, including calendars. | 30% |
| 2 | Work with district and community members with the free and reduced lunch program. Ensure documentation is filled out and entered into the system. | 20% |
| 3 | Provide clerical support for the director. | 10% |
| 4 | Assist in the preparation and monitoring of department budget, expenditures and revenues. | 10% |
| 5 | Organize and process vendor invoices and statements in an efficient and timely manner utilizing appropriate technology and purchase order system. | 10% |

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TASK NO.	DESCRIPTION	FREQUENCY
6	Responsible for answering questions and assisting parents with food service account questions.	8%
7	Organize and maintain filing systems, coordinate the purchase of office supplies.	5%
8	Assist with the substitute worker roster.	3%
9	Work with kitchen managers to complete the end of month and year end inventory process.	2%
10	Attend meetings, workshops and training sessions as directed by supervisor.	1%
11	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE