

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Food Service/Office Tech.	REPORTS TO:	Food Services Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
		FLSA:	Non-Exempt
		WORK YEAR:	104 days
BOARD APPROVAL:	3/14/07	SALARY:	Range 9
CSEA APPROVAL:	1/9/07		
REVISED:	3/30/2009		

BASIC FUNCTION:

Perform a wide variety of secretarial, clerical, and technical data entry duties. Operate computer terminals to enter data, balance totals to assure accuracy and completeness; maintain accurate and current files and records. Communicate with parents, students, various site personnel and federal and state representatives.

REPRESENTATIVE DUTIES:

- Prepare and maintain a variety of files, records, documents, lists relating to Food Service. *E*
- Conduct confidential oral or telephone interviews with applicants if needed to validate information submitted and clarify discrepancies. *E*
- Receive and review Food Service program applications and forms related to benefits for accuracy and completeness; verify eligibility for benefits; process, and prepare status report. *E*
- Prepare applications for Food Service programs and other materials. *E*
- Operate on-line computer and stand-alone computers to enter and retrieve data and maintain a variety of documents, correspondence, reports and related materials. *E*
- Utilize word processing and other software as required. *E*
- Enter, update and revise computer records and information. *E*
- Maintain detailed and complex logs, files and records, establish and cross-reference filing systems; maintain confidentiality of a variety of sensitive materials and information. *E*
- Prepare and review source documents to assure the accuracy and appropriateness of data to be entered and conformance to applicable rules and regulations. *E*
- Compose routine correspondence from brief oral instructions.. *E*
- Prepare correspondence, memos and forms requesting or providing information. *E*
- Collect and compile statistical data and other information for inclusion into special and periodic reports. *E*
- Attend workshops and other training sessions.
- Perform related duties as assigned.

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EDUCATION AND EXPERIENCE:

High school graduate, supplemented by business course work or two years of increasingly responsible secretarial experience involving public contact and complex record keeping.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Operation of office machines, including computers.
- Experience and application in the use of word processing and computer programs.
- Basic math skills.
- Basic record-keeping techniques.
- Reading and writing communication skills.

ABILITY TO:

- Read, analyze, and interpret documents, apply and explain rules, regulations, policies, and procedures.
- Plan, schedule and perform a wide variety of complex secretarial, technical, clerical and typing duties.
- Maintain complex and varied files and records.
- Type 45 words per minute net.
- Operate a variety of office machines and equipment.
- Work independently with little direction, maintaining confidentiality of material and programs.
- Demonstrate good judgment and common sense.
- Make arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Relate well with the students and parents.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen environment.

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PHYSICAL ABILITIES:

Climb stairs and ramps; sitting, walking or standing for extended periods of time; dexterity of hands and fingers to operate equipment; bending at the waist; reaching overhead and horizontally. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.

HAZARDS:

Kitchen environment.