

# Secretary-Child Nutrition

## Chickasha Public Schools

**Job Title:** Secretary  
**Location:** Central Kitchen  
**Immediate Supervisor:** Child Nutrition Leader  
**Supervises:** CN Staff as directed by the CN Leader

### Purpose of Position:

To enhance the operation of the Child Nutrition Department by performing clerical and secretarial functions and assisting in providing a quality food service program

### Qualifications:

High school diploma or GED

Two (2) years of related office experience, preferably in a food service setting

Advanced training related to office management and computers

Knowledge of accounting and bookkeeping procedures

Must be bondable

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"><li>• Good health and high energy level</li><li>• Some bending and stooping</li><li>• Ability to reach above shoulder level</li><li>• Some climbing of short ladders</li><li>• Ability to tolerate a stressful environment</li><li>• Ability to lift objects weighing <b>10 lbs or more</b></li></ul>	<ul style="list-style-type: none"><li>• Computer literacy</li><li>• Filing, sorting, recording, tabulating and copying</li><li>• Excellent computation skills</li><li>• Effective communication both orally and written</li><li>• Excellent interpersonal skills</li><li>• Telephone etiquette</li><li>• Ability to relate courteously with children and adults</li><li>• Knowledge of accounting procedures</li><li>• Effectively use all business machines</li><li>• Work independently</li><li>• Plan, schedule and organize work</li><li>• Maintain a positive work environment</li><li>• Interpret and apply laws, regulations and policies</li><li>• Ensure the quality of work as measured against established standards</li><li>• Maintain confidentiality</li><li>• Proficient in multitasking</li></ul>

<b>Essential Job Functions</b> (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the CN Leader.)
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- Comply with School Board Policy
- Answer the telephone and route calls and messages to proper individuals
- Receive daily food counts from the school sites and relay the counts to the cooks
- Pick up mail and run errands as requested by the CN Leader
- Type breakfast and lunch menus and distribute to school sites and to Public Information
- Maintain records on employee absenteeism and forms for substitutes
- Obtain substitutes as needed
- Receive and sort mail daily
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Cheerfully greet all visitors, making them feel welcome; providing assistance or directing them to the appropriate persons for information
- Responsible for accurate inventory of all supplies and materials; compiling and ordering general supplies for office use; checking supplies in and properly storing and dispensing
- Attend quarterly safety meetings as scheduled by the district safety coordinator

**Other Job Functions:**

- To complete other tasks that may be necessary to achieve an efficient operation of the food service department.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

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Employee Signature

\_\_\_\_\_  
Date