

ADMINISTRATIVE ASSISTANT
(School Lunch Program)

DRAFT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for delegated administrative functions in support of a large-scale school lunch program. Incumbents coordinate these activities with outside agencies to insure optimal delivery of school lunches and to insure the most effective and efficient implementation of standards, regulatory requirements, policies and procedures. Responsibility also includes maintaining large, detailed database using specialized software applications to track lunch related activities. The work involves frequent exercise of independent judgment in implementing policies and procedures. Supervision is frequently exercised over food service helpers and aides. An Administrative Assistant (School Lunch Program) does related work as required.

TYPICAL WORK ACTIVITIES:

- Provide clerical and administrative support to the Cafeteria Director;
- Act as liaison between District and Cafeteria Management Company;
- Serve as official review officer for free and reduced lunch applications includes oversight of processing, income verification, and determination of eligibility;
- Utilize cafeteria software program to maintain and update student database, inventory, and pricing;
- Attend SED meetings on behalf of District;
- Post menus and maintain food service website;
- Input data in software program for purposes of assisting in the menu planning and creating process;
- Monitor cafeteria production records;
- Maintain, update, and replace student ID cards;
- Assist in supervision of cafeteria personnel in the absence of cafeteria director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; good knowledge of modern practices of office administration including the use of automated office technology; ability to become readily familiar with the organization, laws, rules, regulations and policies affecting school lunch program; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to assemble data, prepare and present reports and recommendations clearly and concisely in written and oral form; ability to supervise the work of others; ability to work effectively with others; sound professional judgment; dependability; resourcefulness; flexibility; initiative; physical condition sufficient to perform the essential functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Four (4) years of experience of an administrative support, staff or supervisory nature using computer word processing or spreadsheet software, two (2) of which must have been in a

school, other educational or institute of learning, or in a field of employment which dealt with student and/or educational issues; or

- B) Satisfactory completion of 30 credits at a recognized college or university which may be substituted for each year of the above stated experience, but must possess at least two (2) years of administrative, staff or supervisory experience using computer word processing or spreadsheet software in a school, other educational or institute of learning, or in a field of employment which dealt with student and/or educational issues, or
- C) Satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school district must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: