

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD SS 443  
Updated: May 2009

**Position Title:**            **Secretary - Food Service**

**Qualifications:**

- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Diploma of graduation from high school or GED.
- Possess and demonstrate an ability to work with money and have basic knowledge in, and be willing to work on a computer.
- Willingness to attend job-related training classes and workshops.
- Possess and maintain appearance and cleanliness suited to working in close proximity to food service customers.

**Immediate Supervisor:**                                Food Service Manager/ Cook

**Position Function:**

This is an hourly position involving manual and technical work in the food service department. The Food Service Secretary, under the direction of the Food Service Manager/Cook, maintains the computerized lunch program and assists with other food service duties as directed.

**Specific Responsibilities:**

1.     Collects and records all hot lunch money.
2.     Deposits lunch money and all other district monies in the bank daily and returns receipts of deposit the same day as making a deposit.
3.     Updates and maintains school food service computer program. Generates the necessary correspondence to parents in regard to reconciling student lunch accounts.

4. Issues student and adult lunch cards. Establishes systems for scanning cards as needed per age level.
5. Prepares and serves food according to standards related to sanitary conditions as directed.
6. Follows work schedules required for the cleaning of eating and working areas, utensils, equipment.
7. Reports unsafe equipment, trays, utensils, etc. to the Food Service Manager immediately.
8. Must promote student and staff satisfaction in the food service program.
9. Assists in setting up and refilling salad bar and/or hot lunch between groups.
10. Performs other functions as needed and/or directed by the food service manager and/or district administrator.
11. Attends relevant training classes and workshops.
12. Is responsible for working with individuals and organizations whether school or non-school related in the use of food service facilities for activities outside of the regular day.
13. Prepare and send in reports to the Department of Public Instruction for reimbursements.

**Term of Employment:** Salary and work year to be established by the Board.

**Evaluation:** Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Food Service Manager/Cook.