

# **Hernando County School Board Florida**

FLSA: Non-Exempt, Non-Union

## **ADMINISTRATIVE ASSISTANT FOOD AND NUTRITION SERVICES**

### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Minimum of five (5) years administrative office experience.
- Proficient use of grammar, spelling, and punctuation and skilled in composing and typing letters, memorandums, reports, et al, with the ability to communicate and convey ideas effectively and in a professional manner.
- Strong written and verbal communication skills to effectively communicate to document and articulate all concerns accurately and clearly, as intended.
- Demonstrated initiative and ability to exercise independent judgment and work without direct supervision and with a high sense of urgency and follow-up.
- Ability to manage multiple duties concurrently and accurately complete assigned duties within a specified timeline and meeting deadlines as directed.
- Advanced computer and software knowledge and skills

### **Desired Qualifications:**

- Knowledge of Child Nutrition Program and operations associated with the FNS Program.
- Knowledge of the district school site protocol, district financial procedures, and use of current district software programs

### **Performance Responsibilities:**

- Greet students, parents, staff, and vendors.
- Maintain and support strict confidentiality of staff records and data.
- Maintain effective filing system computerized and/or hard copy.
- Maintain and organize required applications, documentation, uploading of federal claims, and health inspections.
- Maintain compile, organize, and upload all information pertaining to CLOC.
- Assist the Director and Assistant Director of Food and Nutrition in preparing and/or processing Hernando County School District's various reports and documentation to the Florida Department of Agriculture and the Florida Department of Health.
- Initiate and maintain annual vending agreements vendors, charter schools, and other programs.
- Manage registration for staff attending trainings/workshops and/or meetings and arrange the hotel accommodations and process necessary paperwork for reimbursement from the district or other funding sources.
- Meet and deal with the public in an effective and courteous manner.
- Develop effective working relationships with officials, department heads and employees.

- Organize the Director's and the Assistant Director's calendar and schedule appointments.
- Schedule meetings and secure locations as needed at the direction of district staff.
- Prepare and process School Board Agenda items as required.
- Assist in the daily functions of the department when Director or designee is not available.
- Answer phones and direct calls as needed.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Director and Assistant director of Food and Nutrition
- Maintain and organize end of month finance procedures as well as collect reports.
- Act as back-up for payroll and purchase orders in the absence of the FNS Senior Associate
- Assist with Human Resources as it relates to the scheduling, interviewing, and uploading paperwork for Food and Nutrition employees.
- Maintain emergency contact list as it relates to managers, assistant managers, district FNS employees.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Director and the Assistant Director of Food and Nutrition Services and/or designee.

**Evaluation:**

Annual evaluation done by the Director of Food and Nutrition, Assistant Director of Food and Nutrition Services and/or designee.

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level L

**Job Code:**

76011

**Board Approved:** 06/11/2024

**Revised:** 06/11/2024