



Flour Bluff Independent School District Job Description

JOB TITLE: Central Kitchen Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 211

REPORTS TO: Central Kitchen Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Central Kitchen Secretary is to process and verify free or reduced-price meal applications and maintain free and reduced-price records. Assist with payroll, purchase requisitions, and procurement in a School Food Service program in accordance with regulatory agencies and administrative guidelines.

QUALIFICATIONS:

- High School Diploma or G.E.D. is desirable. Sufficient education to have basic skills in typing, math, reading, and record keeping is required.
- Classes in accounting procedures and record keeping is required.
- Completion of the two-hour food Sanitation Training course conducted by the County Health Department is required.
- Experience in data entry is desirable.
- A valid Texas Driver's License is desirable.

Physical Abilities Required:

- Manual dexterity to enter data and operate office equipment accurately and efficiently and to handle monies is required.
- Must be able to stand and/or sit for long periods of time.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Accurately and promptly processes applications for the National School Lunch and Breakfast programs and related processes or reports.
2. Ensures confidentiality when required.
3. Obtains information necessary for incomplete applications in the most appropriate manner.
4. Updates all records of the National School Lunch and Breakfast programs in a timely manner and keeps accurate filing system.
5. Accurately verifies applications for the national School Lunch and Breakfast programs completing verification, processing direct certification and all other reports related to applications and processes.
6. Assists in counting cash and checks and assists in preparing the bank deposit as needed.
7. Follows the accounting procedures of the department and department, assisting with quotes when necessary.
8. Cooperates with managers and other department personnel in performing tasks.
9. Adheres to proper channels when communicating ideas, problems, etc.
10. Prepares payroll for the department.
11. Tracks and records employee absenteeism daily.
12. Assist director to facilitate new employee registration if needed.
13. Assists in the compiling of information for preparing various reports for the department in accordance with regulatory agencies and administrative guidelines.
14. Participates in the annual archiving and disposal of various central kitchen records.
15. Maintains a file system for the department in accordance with regulatory agencies and administrative guidelines.
16. Processes invoices and related process including filing, vendor list, follow up for the department.
17. Accurately processes purchase requisitions for purchase orders and all processes in accordance with regulatory agencies and administrative guidelines.
18. Establishes an effective working relationship with students, parents, school personnel and fellow employees.
19. Follows written and oral instructions and communicates with supervisor on concerns and ideas for the department.
20. Dresses and grooms in an appropriate manner following department guidelines.
21. Exhibits punctuality and dependability in performing the job.
22. Maintains regular and reliable attendance.
23. Exhibits maturity and emotional control.
24. Accepts and performs additional assigned or related duties in a positive manner.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.