

## Office Assistant/Meal Clerk Job Description

**Purpose:** The Office Assistant provides office and clerical support to assist with the efficient operation of the school district.

The Meal Clerk verifies reimbursable meals and completes state forms for submission for state and federal reimbursement.

**Responsible to:** Principal  
District Authorized Representative

**Duty Year:** School Year

**Payment Rate:** According to the classified Salary Schedule

### Qualifications:

- High school diploma or equivalent.
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
- Communication skills to work effectively with students, teachers, parents and other groups.
- Desire to continue career improvement.

### Essential Functions:

- Ability to work without direct supervision.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with members of the school district and the community.
- React to change productively and handle other tasks as assigned.
- Maintain confidentiality at all times.
- Become knowledgeable with operating technology equipment and Student Information Systems.
- Support the philosophy and mission of USD 434.

### Physical requirements/Environmental Conditions:

- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- May work in noisy crowded environments.

### Essential Functions for Office Assistant:

- Screen visitors and telephone calls, directing them to the appropriate person/department.
- Maintain orderly filing system.
- Responsible for managing student attendance in PowerSchool by documenting in log entries and meeting attendance as required by the state. Report attendance problems to the Principal.

- Perform the absentee report twice daily and communicate directly with parents about student absences. Track student hours in the attendance policy.
- Manage and maintain accurate documentation of attendance for use in truancy reviews.
- Screen and route incoming mail.
- Setup and maintain student files for the principal.
- Order, receive, and distribute supplies.
- Duplicate copies for office use.

#### **Essential Functions for the Meal Clerk:**

- Assist with supervision of students during breakfast and lunch.
- Operate the point of sale equipment.
- Responsible for counting reimbursable meals at the point of service for breakfast, second chance breakfast and lunch.
- Count and track extra milk and a la carte items during meal service.
- Collect and total daily breakfast and lunch count to report to the district Authorized Representative for reimbursement.
- Update PowerSchool with free/reduced student eligibility changes.
- Log in to KSDE Child Nutrition direct certified website and review it for newly identified students.
- Report student transfers in or out of your building to the District Authorized Rep.
- Distribute outstanding meal balance letters.
- Reconcile and deposit money received from staff and students for meal accounts.
- Complete Daily income spreadsheet for the month and reconcile with office manager.
- Write receipts for parents/guardians upon request.

#### **General Responsibilities:**

- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- See that district policies are observed at all times.
- Other duties assigned by the Authorized Rep and Principal.