

Job Number 123456

Job Title: Secretary 4, Nutrition Services

Reports To: Director of Nutrition Services

Work Schedule/FLSA Status: Full-time, 12 month / Non- Exempt

Salary Schedule: This is a negotiated position. Wages are administrated consistent with the negotiated agreement.

Position Purpose: Performs a wide variety of duties, some of a confidential nature. Performs general secretarial duties which may be required but not limited to answering phones, basic computer functions, typing, filing, copying, distributing mail, proofreading, etc.

Essential Performance Responsibilities

- Answer phones and greet internal and external customers in a professional manner. Record messages accurately and distribute to the recipient.
- Assist visitors with the completion of meal applications, and answer questions concerning student accounts.
- Fill supply orders for the cafeteria staff.
- Utilize various software applications to complete daily work tasks.
- Maintain confidential records and files.
- Compose correspondence/reports for the Director.
- Open, sort and distribute incoming mail; time stamp meal applications.
- Send mailings to the cafeteria managers.
- Create and/or maintain databases.
- Create queries for reporting purposes.
- Accurately proof read documents and complete printing requests.
- Serves as department Time Keeper for payroll reporting.

Additional Duties

Performs other related tasks as assigned by the principal or other administrative staff as designated by the Superintendent.

Equipment: This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS's guidelines for equipment use.

Travel: Limited travel may be required.

Physical and Mental Demands, Work Hazards:

- Works in standard office and school building environments
- Occasional overtime may be required by the supervisor
- Must have organization, time management, communication, and interpersonal skills.
- Ability to read and use information from written materials and visual displays.
- Ability to work in standing/walking positions on a frequent basis throughout the work shift.
- Ability to bend, kneel, stoop and maintain balance while performing job related tasks.
- Ability to work outdoors during outdoor student activities
- Additional demands may be required upon request from the Supervisor

Interrelations:

- Contact with personnel within the district and with customers and vendors.
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues.
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service.

Employee Punctuality and Appearance

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position.

Knowledge, Skills, and Abilities:

- High School Diploma or GED equivalent is required.
- Previous experience working in an office setting is preferred.
- Previous experience working in a public school setting is preferred.
- Must have excellent attendance and work record.
- Advanced skills in MS Office Suite applications (Word, Access and Excel).
- Ability to lift up to 25 lbs.
- Experience using PeopleSoft and Infinite Campus, preferred.
- Possess a high level of independence. Decision-making, accuracy and constant attention to detail is imperative.
- Ability to manage multiple priorities.
- Ability to professionally communicate with the public and school personnel using tact and courtesy.
- Ability to maintain strict confidentiality of information.
- Excellent organizational and decision making skills.
- Ability to meet demanding work schedule and adhere to all deadlines.
- Ability to operate various office machines such as copier, scanner and facsimile machine.
- Schedule appointments and keep an appropriate calendar of events.

Terms of Employment

This position is treated as a full-time non-exempt classified position. The terms of your employment will be governed by applicable state laws regulating employment in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

The offer of employment is contingent upon:

- Obtaining and providing verification of all licenses, certificates, and other requirements for the position (e.g., Paraprofessionals obtaining "Highly Qualified status," etc.), as identified and maintaining all licenses, certificates, and requirements for your position throughout employment.
- A background check which demonstrates to OPS that background is acceptable for the position.
- Verification of U.S. citizenship or legal authorization to work in the United States.
- Successful completion of a pre-employment drug test (if required for position offered).

- Successful completion of a tuberculosis skin test (if required for position offered).
- Successful completion of a pre-employment medical examination to determine ability to safely and effectively perform the essential functions of the position.

Omaha public schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.