

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Administrative Assistant IV-  
Child Nutrition

**Department:** Child Nutrition

**Grade** H  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** August 2021

**Reports To:** Child Nutrition Director

**Purpose of Job**

The purpose of this job is to perform department level administrative assistant functions, provide excellent customer service to all internal/external customers, and provide direct support to the Child Nutrition Director for the ultimate health, comfort, and benefit of the students. Duties and responsibilities include but are not limited to; managing high-level correspondence, generating complex reports; creating well-crafted letters, managing essential department deadlines, acting as liaison interdepartmentally for the Child Nutrition Department in key areas, developing highly skilled documents, daily resolving multiple complex needs for the Child Nutrition Department's 38 district-wide cafeterias, preparing/maintaining orders and purchases through the computer software system, managing department courier duties, performing daily accounting functions, routinely backing up other key positions within Child Nutrition, and providing general support to the Child Nutrition Department.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Prepares, generates, and copies routine and confidential correspondence letters, memoranda, forms, reports, and other related materials/documents via computer and disseminates appropriately.

Responsible for updating information in TMAC (Tennessee Meals Accounting, & Claiming) for Child Nutrition and submitting data as needed to the State SNP (School Nutrition Program) website. Ensures all information is accurate and coordinates that all reports and data are entered on time.

Manages the deadlines and ensures that all TMAC and State SNP website reports and required documents for the Child Nutrition Department are submitted on time and are up-to-date.

Assists the Accounting Associate in analyzing invoice payments prior to payment, to ensure that non applicable charges (such as sales tax and excessive freight are not paid.

Compares invoice pricing with purchase order and bid specifications to ensure that prices charged are in-line with the purchase order/bid requirements.

Develops spreadsheets and coordinates with individual schools and/or vendors to resolve invoice discrepancies.

Performs necessary data entry in MUNIS for payment of vendor invoices, as well as disperse checks to appropriate vendors in a timely and proficient manner.

Scans vendor invoices, receipts, and supporting documentation from Prairie Farms for 38 district wide school cafeterias on a daily basis. Checks scanned documents for clarity and errors, to ensure that upload into the Docuphase software is accurate and complete.

Collects and verifies data from 38 district-wide cafeterias on a weekly basis, regarding substitute staffing. Reconciles time logs received from cafeterias against invoices received from the staffing agency. Compiles spreadsheet for appropriate payment for each substitute at each location.

Receives requests for refunds from student lunch accounts, makes needed adjustments in Primero Edge, and processes appropriate check requests to expedite the refund process using accurate, timely, and effective measures.

Reviews travel reimbursements and in-county mileage reimbursements, to ensure accuracy and compliance with CMCSS travel regulations, notes any discrepancies, and if appropriate, returns claim voucher or request to employee for additional documentation or correction. Processes reimbursement, when correctly verified.

Maintains departmental charge account, verifying validity and purpose of purchases. Verifies all transactions on the monthly statement, assigns account numbers appropriate for the purchases, and prepares the statement for payment in a proficient and accurate manner.

Prepares monthly spreadsheets and reports for student past due meal balances that are exceeding allowable maximum limits.

Designs and prepares signage to utilize in cafeterias, to increase student meal participation.

Manages, organizes, and sets-up all interviews for position openings within the Child Nutrition Department working closely with the Field Managers and the Child Nutrition Director.

Maintains strict confidentiality, as liaison between the Child Nutrition Department and the Human Resource Department, in the transference of needed documentation and information pertaining to all aspects of the Child Nutrition Department.

Assists with coordinating and booking any Child Nutrition events, trainings, travel, and meetings as needed or requested by the Child Nutrition Director.

Performs and documents customer account financial transfers and other financial request within the child nutrition software as needed and requested by account holders (employee, guardian, or parent).

Responds to routine and confidential request for information or assistance from members of the staff, the public, or other individuals with guidance from the Child Nutrition Director.

Maintains inventory of departmental office supplies, takes cafeteria office supply request, and initiates orders for new or replacement office supplies. Distributes office supplies to the cafeterias.

Orders and distributes annual safety shoe purchase for Child Nutrition.

Researches and tracks all rebate opportunities and enters related rewards points.

Requests, through the Technology Department, the appropriate updates to the website for the Child Nutrition Department and 38 district-wide school cafeterias, ensuring the department website is always up-to-date with any changes that have occurred.

Assist in working with the Continuous Improvement Coordinator to keep all Child Nutrition documents up-to-date in the Child Nutrition Documents Library and that all relevant documents have an assigned control number.

Prepares departmental files in a highly organized manner; maintains file system of departmental records and ensures that board policies are followed when purging outdated files and documents.

Provides, generates, and prepares information, documents, and reports as requested by the Child Nutrition Director to assist with the preparation of the annual budget.

Manages over 275 employees and substitute employee training records; coordinating and tracking all Child Nutrition and substitute employee's multiple trainings through a complex spreadsheet to ensure they have met the mandatory USDA guidelines for Professional Standards each year.

Responsible for ensuring that all new Child Nutrition employees receive the district mandatory trainings within the specified timeframe by coordinating these efforts with HR and Professional Development through PLAN.

Receives, opens, and distributes incoming mail; prepares outgoing mail and performs courier duties daily.

Answers the telephone; provides information; takes and relays messages and/or redirects calls to appropriate personnel; returns calls as necessary.

Maintains cafeteria permits and ensures payments are submitted and permits are distributed to the appropriate cafeterias.

Oversees collection, receipting, depositing, and tracking of student charges sent to central office and maintains the software accounting of these collections.

Coordinates and processes weekly non-warehouse/non-commodity orders for managers and identifies product availability.

Extensively cross-trains in all areas of Child Nutrition to be the backup for various key rolls within the department.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

**Additional Job Functions**

Perform other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or Equivalent), with three to five years of general office or bookkeeping experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System and Child Nutrition Department practices as they pertain to the performance of duties relating to the job of Administrative Assistant IV-Child Nutrition. Has general knowledge of Child Nutrition Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant VI-Child Nutrition. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant IV-Child Nutrition.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Administrative Assistant IV-Child Nutrition.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**