

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** OFFICE  
**TITLE:** ADMINISTRATIVE ASSISTANT I (FOOD SERVICES)  
**CALENDAR:** ADMINISTRATIVE ASSISTANT I  
**SALARY:** GRADE 13

**Job Goal:**

Independently perform secretarial duties of above average difficulty requiring independent judgment and knowledge of District policies and procedures

**Minimum Qualifications:**

- High school diploma or equivalent with additional training in specialized business courses
- Three or more years of progressively responsible experience requiring above average secretarial skills
- Ability to type accurately at an acceptable rate of speed, take dictation, file
- Ability to operate standard business machines, including computer terminal with word processing
- Ability to work cooperatively with parents, students, staff and the general public
- Ability to manage multiple tasks
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

**Core Job Functions:**

- Perform a variety of secretarial duties involving typing and transcribing correspondence, memoranda and written materials
- Schedule appointments and screen telephone calls and coordinate calendar
- Maintain and order supplies and stocks and disburses upon request
- Provide payroll and personnel services
- Reconcile free and reduced eligible for reimbursement claim
- Provide information to staff and general public
- Input and update information into computer
- Maintain accounting records for Food Service as requested
- May supervise and assign work to others
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job

- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.