

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** Executive Secretary  
**REPORTS TO:** Food Service Director  
**EMPLOYMENT TERM:** 261 Days, 8:00 a.m. – 4:00 p.m.  
**SALARY SCHEDULE:** G1

**QUALIFICATIONS:**

1. Meet employment standards for position, including high school diploma and classification of Secretary.
2. Must demonstrate high level of proficiency with Microsoft Word, Excel, Power Point, Financial Programs, WVEIS Programs, and Outlook Email Systems.
3. Exhibit a willingness to learn Child Nutrition Programs (Primer), Lockbox Program, and United Postal Service procedures and maintain proficiency in these programs.
4. Ability to work as a team member to accomplish the goals and objectives of the Food Service Program.
5. Demonstrate the ability and desire to work independently and complete assigned duties in a timely and accurate manner.
6. Possess skills to operate various office machines including, but not limited to, calculators, postage machines, duplicating equipment, folding machines, scanning devices, telephone systems and mail distribution systems.
7. Possess good written and verbal communication skills.
8. Demonstrate tact and courtesy when dealing with students, staff, parents and the public.
9. Handling and directing a very high volume of incoming phone calls.
10. Exhibit speed and accuracy with the collection and accountability of all monies.
11. Dependable, efficient and conscientious with bookkeeping and filing tasks.
12. Have ability to handle confidential information related to students, parents, staff and other school matters.

**JOB RESPONSIBILITIES:**

1. Maintains, updates, and monitors Child Nutrition Point of Service Program for accuracy in meal participation, users, and financial data.
2. Assist, provide technical support, and staff development training for school staff with Child Nutrition Point of Service program.
3. Prepares reports for monthly meal participation and cook meal ratios.
4. Maintains and inputs file for staff development training of food service staff and cafeteria workers in Child Nutrition and Safe Schools programs.
5. Maintains and distributes Food Service Centralized Billing invoices and reminders for students and staff accurately and timely.
6. Assist and communicate to staff members, parents and guardians any and all concerns or questions regarding billing accounts.
7. Responsible to import, deposit, and reconcile all payments in food service programs and lockbox.
8. Assist with magistrate court cases.
9. Prepare and maintain reports concerning debt collections with collection agency.
10. Prepare purchase orders, invoices, and payment files.
11. Prepare and maintain financial balance reports for food service program.
12. Maintains contracts, monitoring forms, and invoicing of Pre-K centers.
13. Monitors spreadsheets of Pre-K centers for meal accuracy.
14. Maintain files, meal participation reports, and contracts for After School Snack Program and Supper Program.
15. Maintains and assist schools with market ordering of food and supplies.
16. Perform any other duties assigned by the Director of Food Services.