

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Office Specialist II – Food Services/Warehouse		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Food Service Supervisor/Warehouse Supervisor
EDUCATION:	High School Diploma or GED Equivalent, Associate’s Degree and/or Business and Office Management or related field preferred	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>To provide the support needed by the Food Service, Warehouse, and Transportation Supervisors for the smooth and successful operation of the Food Service/Warehouse/Transportation Departments.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. This position is considered a safety sensitive position.</p>		

Minimum Qualifications:

1. High School Diploma or GED Equivalent, preference given to applicants with Associate’s Degree and/or business and office management education and experience.
2. Five years secretarial/clerical experience.
3. Must receive a score of 60% or better on the secretarial screening test to be considered.
4. Knowledge of business English, modern office practices and procedures.
5. Knowledge of methods and practices used in record keeping or bookkeeping practices.
6. Highly proficient skills in keyboarding, word processing, data entry, and file maintenance.
7. Ability to develop and maintain spreadsheets. Advanced MS Excel knowledge and experience.
8. Experience and/or education in computer (hardware and software) operations, including: word processing, presentation software, spreadsheet development, and databases.
9. Must perform mathematical computations accurately.
10. Must perform well under pressure (both time and quantity).
11. Must work autonomously and to work well with others.
12. Must respect confidential information.

ESSENTIAL JOB RESPONSIBILITIES

1. Perform the duties of a receptionist in the food service, warehouse, and transportation department.
2. Receive and direct telephone correspondence in a courteous, efficient and timely manner.
3. Responsible for keeping all records and documentation in an organized system.
4. Do all necessary data entry, duplication, filing, and other office procedures.

5. Handle office visitors in a manner requiring the application of considerable knowledge of school district policies.
6. Professionally prepare correspondence, policies, protocols, procedures, handbooks and reports on a computer and circulate as needed.
7. Be knowledgeable of school policies and procedures and convey them.
8. Make all monthly reports as required.
9. Keep all records and files in an organized system.
10. Prepare weekly school food service orders for vendors.
11. Assist in the distribution of supplies and materials to district facilities. This will involve some physical lifting on occasion.
12. Assist in the compliance with school and district food service accounting procedures.
13. Assist in the accumulation of information and prepare reports for local, state and federal subsidy programs, including free and reduced meals family applications.
14. Participate in district inventory.
15. Assist in the operation of department activities and procedures.
16. Regular attendance is an essential function of this position.
17. Perform other duties that may be assigned by the supervisor or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 50 lbs.					
If required, lifts over 50 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 50 lbs.					
If required, lifts over 50 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.			X		
21-50 lbs.		X			

51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: 50 lbs. unless assisted with a device, etc.					
Distance: 75 Type of Surface: (i.e. level, carpet, tile): Any					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside	99 % of the time / Works Outside 1 % of the time.
Temperature Extremes:	No
Works on or around moving machinery or mechanical parts:	Yes

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist		X			
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface					X
Walk-Uneven Surface		X			
Climb Steps		X			
Climb Ladder		X			
Work at Heights		X			
Reach at or Above Shoulder		X			
Reach Below Shoulder					X
Use of Arms					X
Use of Wrists					X
Use of Hands					X
Grasping/Squeezing					X
Operate Foot Controls	X				

ENDURANCE

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					X	2 Hours	8 Max
Standing			X			2 Hours	8 Max
Walking					X	2 Hours	8 Max
Change Positions					X		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature Date

 Print Employee Name

_____ Employee Signature Date

Employer Representative (Immediate Supervisor):
 Print Name Title Signature Date

Prepared by: _____
Director of Human Resources

Date: _____

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date