

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Nutrition Services Bilingual Office Assistant

IMMEDIATE SUPERVISOR Nutrition Services Coordinator

GENERAL DUTIES

This position provides bilingual clerical support for the Nutrition Services Department, and assist with the Free and Reduced-Price meal application process for all District schools. This employee responds to needs within the office and over the telephone. Considerable public contact is involved.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Ability to convey and follow oral and written directions
- C. Ability to work under stressful timelines and situations
- D. Ability to use office equipment, including the input and retrieval of computer data
- E. Ability to analyze data for application tracking and filing
- F. Demonstrate knowledge of State Requirements for Free and Reduced Application Process
- G. Ability to read, write and speak English and Spanish fluently
- H. Answer questions and provide information to the public
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English and Spanish, or other languages related to the job
- J. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Perform a variety of clerical work including, but not limited to, word processing, filing and copying
- B. Communicate clearly and concisely in English and Spanish, both orally and in writing
- C. Understand and use computers and other office related equipment
- D. Respond to public inquiries and deal with the public in a fair and professional manner
- E. Knowledge of modern office practices and methods; knowledge of operational characteristics and applications of data processing equipment; knowledge of English/Spanish usage, spelling, grammar and punctuation; knowledge of basic mathematical principles
- F. Word process at a speed necessary for successful job performance
- G. Work with confidential material and maintain confidentiality
- H. Explain practices and procedures to the public
- I. Establish and maintain cooperative working relationships with the public or coworkers from diverse groups and backgrounds
- J. Translate Nutrition Services documents
- K. Provide substitute relief for cashiers on stand-alone and network nutrition software
- L. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Less Than 12-Month Office Support Pay Schedule

Pay Grade: B

Last Revised: June 2007