

TITLE: Lunch Program Secretary
SECTION: as appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, provides support to the school meals program.

DUTIES:

1. Provides and processes monthly lunch program sign-up sheets
2. Collects receipts, deposits and tracks lunch program monies and contacts parents as required.
3. Collects lunch books and orders lunch items.
4. Provides a variety of secretarial duties related to the lunch program including the taking and processing of minutes at meetings as required.
5. Operates standard office equipment, including a personal computer, photocopier, fax machine and provides first-line maintenance as required.
6. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate computer skills

Experience - the applicant must have

- Experience in a secretarial position up to 1 month

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

APPENDIX A

Apr. 20, 2002

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	62 – Lunch Program Secretary
LOCATION:	as appointed
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	1	1	3	2	4	3	1	1	2	2
Total Points	216										

RATING CLASSIFICATION: LEVEL	6
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