Princeton City School District
Job Description

Job Title: Executive Assistant – Food Service
Reports to: Director of Food Service
FLSA Status: Non - Bargaining
Revised Date: October 30, 2026

JOB GOAL
To accomplish the assigned work accurately and on schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Does prepare requisitions for food, supplies, cafeterias repairs, new equipment with statement for payment following procurement processes, annual budget, monthly cost data, billing, accounts payable and refunding meal accounts.
- Does process work orders and notifies department / vendors for service / repairs.
- Does complete / process state reports, verification, sponsor application, free / reduced applications, direct certification and other required forms and programs used per USDA requirements and guidelines for compliance and does not share confidential information.
- Does provide information for board approval related to food service operations.
- Does process special events, snack invoices for payment and records deposits.
- Does verify invoices and updates inventory book, reconciles frontline leaves, and payroll.
- Does assist with food service software, reporting and updates.
- Does process specifications and computations of food and supply bids when following the procurement process.
- Does update district policies related to food service including Wellness, Smart Snacks, Competitive Foods, and Free Reduced Meals etc.
- Does provide district support related to food service operations and compliance.
- Does attend inservice workshops - both local and state when applicable.
- Does attend food service staff meetings.
- Does establish strong positive relationships with administrators, staff, parents, and stakeholders.
- Does perform other tasks as may be assigned by supervisor.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of the district selected software is required.

- Must satisfy all job-related attendance requirements.
- Must be able to adjust work schedule to meet the needs of the district.
- Must satisfy all job-related medical and physical ability standards.
- Must satisfy all job-related training requirements.
- Must have working knowledge of basic office procedures including computer skills with district and food service software.

- Must be able to work without close supervision.
- Must have professional verbal and written communication skills.
- Must have efficient time management, organizational skills and attention to detail.
- Must be suited for situations that require remaining in a given location for fixed periods of time, and also considerable movement or physical activity.
- Must be suited for situations that require adherence to rules and procedures, as well as some latitude for using own code of ethics in decision-making.
- Must be suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.
- Must be suited for situations that require the ability to work well alone as well as interact with others.
- Must be suited for situations that require the ability to relate to others without being overly demanding or overly tolerant.
- Must be suited for situations that require the ability to take instructions or directions from others.
- Must be suited for situations that require the ability to interact with others as a team player.
- Must be suited for situations that require the ability to handle average stress, tension, pressure, criticism, and rejection, but also to be sensitive and empathic.
- Must be suited for situations that require the ability to do a moderate amount of probing and questioning.

EQUIPMENT
Computer, district software, copier / scanner, calculator, laminator and other office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS
A high school diploma is required. At least two years experience in a school food service accounting setting is preferred. Strong computer skills are required especially with google sheets, excel, and internal district programs and software.

SUPERVISORY RESPONSIBILITIES
There are no supervisory responsibilities with this position.

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

OTHER SKILLS AND ABILITIES
Ability to perform duties with awareness of district requirements and Board of Education policies. Active learning and listening skills, critical thinking and problem solving abilities as well as attention to details.

PHYSICAL DEMANDS
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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

PHYSICAL ABILITIES

Ambulating speed	High
Manual dexterity	High
Wrist-finger speed	High
Near vision	High
Color discrimination	High
Hearing	High
Speech clarity	High
Upper lift strength	10 pounds
Lower lifting strength	20 pounds
Carry strength	20 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

- Does work with repeated hand or wrist movements *Very Frequently*.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.