

**Killeen Independent School District  
Job Description**

**Job Title:** Receptionist/Switchboard Operator-School Nutrition

**Reports To:** School Nutrition Office Manager

**FLSA Status:** Non-Exempt, 195 Days

**SUMMARY:**

Provides secretarial and administrative services to the School Nutrition Department. Receives callers and visitors at School Nutrition office, determines nature of business, and directs callers and visitors to destination by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Operates a 4-line switchboard system routing calls throughout the School Nutrition office and KISD school system.

Takes messages for employees of the School Nutrition office and ensures that messages are delivered accurately and timely to the intended party.

Greets and directs visitors to appropriate office or building. Performs other such tasks that may be assigned by Supervisor, Coordinator or Director.

Receives visitors and telephone calls; screens those which can be handled without supervisor's help.

Composes and types correspondence, memoranda, reports, forms, and similar materials in final form into the computer, and submits to appropriate entity.

Sorts, distributes, and delivers mail and other documents.

Establishes and maintains appropriate files and other information; searches files for information.

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, computer, calculator, fax machine, copy machines.

Determines priorities to ensure a timely accomplishment of tasks.

In-processes invoices from each KISD kitchen and logs in Invoice tracker for further processing by the School Nutrition office,

In-processes Health Inspections from each KISD kitchen and logs in Health Inspection tracker.  
Processes and prepares work order requests from KISD Kitchen Managers.

Supports the processing of Free & Reduced Price Meal Applications, both online and hard copy as needed.

Assists other administrative personnel with secretarial tasks.

Performs other tasks that may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively to visitors or employees of school district.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**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.

**Created Date: August 17, 2022**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.