Belton Independent School District
Job Description

Job Title: Administrative Assistant, School Nutrition **FLSA Status:** Nonexempt, 226 days

Reports to: Director of School Nutrition **Pay Grade:** CP-5

Dept./School: School Nutrition **Date Revised:** 9/3/2026

Primary Purpose:

Organize and manage the routine work activities of the designated office and provide clerical services to directors and other staff members. Help implement programs that fulfill regulatory requirements, meet the nutritional requirements for students, and promote the development of sound nutritional practices.

Qualifications:

Education/Certification:
GED or High School Diploma
Valid Texas Driver's License

Special Knowledge/Skills:
Ability to comprehend instructions, correspondence, and memos
Effective organizational, communication, and interpersonal skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
Ability to compute rate, ratio, and percent
Ability to carry out instructions furnished in written, oral, or diagram form
Ability to deal with problems involving several variables
Proficient typing, word processing, and file maintenance skills
Must be able to use a computer, printer, copier, fax machine, and calculator
Ability to use software to develop spreadsheets, databases, powerpoints and to word process
Knowledge of accounting principles

Experience:
Three years of experience in a secretarial position, preferably in a public education setting

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Provide administrative assistance, office and clerical support for the Director of School Nutrition and the School Nutrition department.

2. Meet and greet all visitors to the School Nutrition department and assist them with their needs.

3. Prepare correspondence, memorandums, requisitions, and reports for the office.

4. Compile pertinent data as needed when preparing various state and local reports.

5. File, maintain, and retrieve physical and computerized departmental documents, records and reports by developing and utilizing filing and retrievals systems.

6. Assist with the preparation of necessary data for processing of School Nutrition payroll.

7. Order all office supplies for department with knowledge of purchasing and bidding procedures.

8. Follow up on orders to include verifying delivery, invoicing, and the input of all supply, equipment and tool purchase information into data management system.

9. Plan and schedule meetings, conferences, training, teleconferences and travel for management and staff.

10. Maintain a schedule of appointments and make arrangements for conferences and interviews.

Phones

11. Answer incoming calls, take messages, and route them to appropriate staff.

Accounting

12. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain department budget records.

13. Prepare and process of purchase orders, payment authorization, invoices and accounts payable in accordance with budgetary limitations and district policies.

Other

14. Handle questions and requests that fall within level of responsibility.

15. Maintain confidentiality of student information, records and personnel issues.

16. Arrange for kitchen substitutes on a daily basis.

17. Perform duties of any other office personnel in their absence.

18. Perform other duties as assigned by Director.

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals, copy machine, occasionally drive District vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared By: Belton ISD Human Resources Department
Revised September 2026