



County of Berks Position Description Form

Position Title: Office Support III – Food Service Department

Department: Berks Heim **Reports To:** Food Service Manager

Wage Category: **Exempt** **Non-Exempt**

Effective Date _____ **Revision Date** 7/2019

EEO-1 Category: Administrative Support **Union Classification:** Management/Confidential

POSITION SUMMARY:

The person in this position is responsible for a variety of clerical duties for the Food Service Department.

POSITION RESPONSIBILITIES:

Essential Functions

The person in this position is responsible for a variety of clerical duties:

1. Perform staffing and scheduling function for the Food Service Department.
2. Assisting with general office requirements in the department.
3. Assisting with payroll input for the Department.
4. Assist the Director with any needed clerical functions.
5. Assisting the Food Service Department with special events.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. certification from a recognized issuing agency.
2. Two (2) years of clerical experience in typing and office practices including working with varied computer applications.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to perform routine clerical work.
2. Sound strategic problem-solving skills.
3. Ability to type accurately, rapidly and to compose effective correspondence.
4. Demonstrated mastery of the English language, including correct spelling, grammar and punctuation.
5. Ability to understand and carry out oral and written directions.
6. Ability to communicate effectively both orally and in writing.

7. Knowledge of data entry, computer operations, and automated/electronic record keeping.
8. Demonstrated proficiency in the use of Microsoft Word, Publisher, and Excel.
9. Knowledge and work experience in office support services including methods, procedures, and office practices.
10. Ability to make mathematical calculations.
11. Ability to coordinate several tasks simultaneously and consistently meet deadlines.
12. Ability to establish and maintain effective working relationships with associates, supervisors and outside agencies.
13. Ability to adhere to all County policies and procedures and appropriately engage services provided by other County departments
14. Physical presence in the office is required.

PHYSICAL DEMANDS:

1. General office work as necessary.
2. Ability to sit and stand for extended periods is expected.

WORKING ENVIRONMENT:

Normal indoor office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.