

# Secretary Daily Schedule

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Hours: \_\_\_\_\_

Secretary: \_\_\_\_\_

## Responsibilities:

- 1 General office duties including answering phone and unlocking door.
- 2 Signing students in tardy and checking students out.  
**Make sure person picking student up is on the student's sign out sheet.**
- 3 Entering students for breakfast and lunch in Primero according to school procedures.

## Breakfast Instructions: **\*\*Please list where and who is responsible for providing #'s.**

Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Lunch Instructions: **\*\*Please list where and who is responsible for providing #'s.**

Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 4 Keeping the PRIMERO Child Nutrition program updated daily.
- 5 Printing daily meal count for cooks.

## Other instructions or responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secretary Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_