

CHILD NUTRITION SERVICES OFFICE MANAGER

DEFINITION

Under general supervision, serve as secretary and general office manager for the Child Nutrition Services (CNS) department; relieve the director of complex clerical and administrative details; perform a variety of responsible secretarial and clerical services; assist in the planning, coordinating, and organizing of daily site coverage; manage the CNS department office in the absence of the administrators; comply with mandated health and school nutrition regulatory requirements; and perform other related work as assigned and/or required.

ESSENTIAL FUNCTIONS

Generally manage the CNS office and provide administrative and clerical support in an organized, orderly, and friendly manner; serve as secretary to the administrators by receiving and screening visitors, telephone calls and mail; serve as a CNS central point of contact for department staff, district staff, and community members; answer the telephone, route calls, take messages, greet visitors, and provide information; maintain administrator's calendar; schedule appointments, meetings, and meeting rooms and attend as required; arrange and schedule conferences and travel accommodations and prepare reimbursement paperwork as necessary; maintain and prepare departmental monthly calendars, coordinate activities, resolve conflicts, and notify other staff of impending activities; maintain and handle sensitive and confidential information; compose correspondence concerning a wide range of subjects requiring knowledge of policies, regulations, and operational procedures; review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation; may take notes of meetings and conferences and prepare an accurate summary; prepare and submit monthly payroll documentation, including completing and processing employee reports, leave time, and attendance; maintain and manage department timeclock and online absence database; coordinate and assist in training processes; maintain a database of personnel data, records, and files; monitor personnel changes and complete and maintain all personnel requisitions for the department; oversee the CNS substitute process to ensure daily kitchen coverage throughout the department; train and coordinate the work of other clerical employees assigned to the office; provide pertinent information and assistance with key distribution and management; develop and maintain various cloud based spreadsheets, data tracking systems, and statistical records; implement and maintain multiple projects and deadlines; may provide input into the performance evaluation of other clerical personnel; complete the federal regulatory school nutrition professional development training requirements; provide and support a positive climate of customer service in all interactions and communications with students, district staff, families, and community members; and perform related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, methods, techniques, and strategies of clerical functions and staff coordination and organization;
Effective telephone techniques and interpersonal and communication skills using tact, patience, and courtesy;
Standard office machines, equipment, and computers;
Various word processing and database software programs;
Correspondence and report writing and proofreading;
Basic math and bookkeeping;
Correct English usage, spelling, grammar, and punctuation.

Ability to:

Understand and perform the role of office manager while assuming responsibility and using good judgement in recognizing the scope of delegated authority;
Learn, interpret, and apply complex policies, administrative regulations, and operational procedures;
Effectively perform secretarial and clerical functions of above average difficulty;
Compose correspondence independently;
Prepare and maintain concise, accurate, and complete reports as required;
Work proficiently with computers and cloud-based data tracking systems;
Communicate clearly and concisely, both orally and in writing;
Understand and carry out oral and written directions;
Maintain confidentiality of privileged information;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of twelfth grade, including or supplemented by training or coursework in office management, data storage and retrieval systems, office methods and procedures, or other related areas.

Experience:

Two years of responsible office level experience. Experience in a public school setting is preferred, but not required.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the course of work, must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I