Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Office Manager Support Services – Child Nutrition**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Administrative Support Services**	Pay Range:	**SS43H**
Prepared/Revised Date:	**November 1, 2025**	Job Code:	**50601**

SUMMARY: Responsible for the efficient management of administrative duties for the Director of Child Nutrition. Provide budget planning information. Prepare, compile, and complete financial, human resources, and payroll related tasks. Maintain Director's calendar; initiate, compose and edit correspondence; respond to department inquiries. Assist Director with administrative matters, often handling sensitive and confidential information and/or material.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide administrative and clerical support to department Director and Child Nutrition staff. Maintain calendars as needed; schedule appointments, meetings, and meeting rooms. Make trave arrangements as necessary. Call in work orders and follow through on completion. May handle sensitive and confidential information.
2. Serve as a central point of contact for department staff, district staff, and community members. Answer telephone, route calls, take messages, greet visitors, route, direct and provide information.
3. Provide budget planning information; prepare, reconcile and monitor department operating budgets, grants, bonds and PSA accounts. Maintain financial reports and paperwork. Issue restricted checks and maintain and reconcile petty cash and purchasing card expenses as required.
4. Research, compile, organize and analyze complex data and prepare reports, articles, and presentations. Initiate, compose and edit correspondence, department publications, calendars, newsletters and memos. Take and transcribe meeting minutes.
5. Prepare, compile, and complete Human Resources and Payroll paperwork. Complete and process Employee Reports, leave time, and attendance. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring and training process and maintain a database of personnel data and files.
6. Assist with Free & Reduced meal program, including verification of eligibility.
7. Oversee Child Nutrition substitute process; obtain kitchen coverage for absent staff members.
8. Serve on and attend various employee teams and attend all departmental staff meetings.
9. Coordinate and prepare special projects/events.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- More than three years and up to and including five years of experience in clerical, secretarial or bookkeeping experience required. Office management experience preferred.
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public preferred
- ServSafe Certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial, human resources, purchasing and email software, intranet and internet preferred at hire; required within 3 months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Child Nutrition	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X

VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	