

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Secretary to the Director of Nutrition Services

Schedule / Grade: HRLY/29

Job Code: 98SEC11728

FLSA: Non-Exempt

Calendar: SEC11

Benefits: Eligible (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 10/05/2026

PURPOSE

The Secretary to the Director of Nutrition Services provides high-level administrative and clerical support to the Director and Nutrition Services Department. This role is responsible for managing schedules, preparing reports, maintaining records, handling communication, and coordinating departmental functions to ensure the smooth operation of the school nutrition program.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serve as the primary administrative support for the Director of Nutrition Services.
- Manage calendars, schedule meetings, and coordinate appointments for the Director and department staff.
- Draft, proofread, and edit correspondence, reports, memos, and other documents.
- Maintain confidential files and records, including personnel files, student files, vendor contracts, compliance documents, and USDA reports.
- Assist in preparing presentations, newsletters, and board reports.
- Respond to phone calls, emails, and in-person inquiries; provide information or redirect as needed.
- Track and process departmental invoices, purchase orders, and reimbursements.
- Maintain databases, spreadsheets, and digital filing systems related to food service operations, compliance, and employee and student information.
- Support the onboarding process for new hires within the Nutrition Services department, including scheduling interviews, preparing paperwork, and coordinating training materials.

- Assist in preparing and monitoring department budgets and financial documentation.
- Coordinate logistics for meetings, professional development events, or staff training.
- Ensure compliance with federal, state, and district policies in all administrative practices.
- Serve as liaison between the Nutrition Services department and other departments, schools, vendors, or community stakeholders.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace.
- Strong organizational, time management, and problem-solving skills.
- Ability to work independently and prioritize multiple tasks in a fast-paced environment.
- Perform other duties as assigned by the Director.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Director and Assistant Director of Nutrition Services

Supervises: None

QUALIFICATIONS

Minimum:

- High school diploma or GED required.
- 3 years of administrative experience.

Preferred:

- Experience working in or supporting a school nutrition program.
- Associate's or Bachelor's degree in business administration, office management, or a related field
- 5+ years of administrative experience, preferably in a school nutrition setting.

Ideal Candidate:

- Familiarity with school nutrition programs, USDA regulations, or district operations is highly desirable.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace.
- Strong organizational, time management, and problem-solving skills.
- Ability to work independently and prioritize multiple tasks in a fast-paced environment.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Provide clear and complete communication both in verbal and written formats. Read, interpret, and apply written instructions, correspondence, regulations, and technical documents. Strong verbal and written communication skills to effectively interact with district staff, school personnel, vendors, and the public. Ability to write reports, meeting minutes, emails, memos, and documentation with clarity and professionalism. Must be able to proofread materials for grammar, spelling, and accuracy. Maintain appropriate relationships with students, parents, community members and coworkers.

Computation: Ability to perform basic math/simple arithmetic (addition, subtraction, multiplication, division).

Reasoning: Ability to accurately manage figures related to meal counts, inventory, supply orders, and financial transactions. Ability to problem-solve, prioritize tasks, and manage competing deadlines independently. Capable of interpreting and applying administrative procedures, district policies, and compliance requirements. Demonstrates sound judgment and decision-making, particularly when handling confidential or time-sensitive issues.

Technology: Ability to learn and operate computer programs such as department specific software and Microsoft outlook. Ability to learn and work with spreadsheet software for organizing data and performing basic formulas.

Physical Demands: Position involves sitting for extended periods and occasional lifting of office materials up to 30 pounds. Frequently required to sit for extended periods at a desk and use a computer. Regular use of hands and fingers to operate office equipment such as a keyboard, mouse, telephone, copier, and printer. Occasionally required to stand, walk, bend, reach, and lift or move office materials and supplies. Must be able to travel short distances within district buildings or between school sites when needed. Visual acuity to read screens, documents, and records.

Attendance: Consistent and regular attendance is an essential duty of this position. May occasionally be required to work extended hours during peak times and as need by the Department.

Conditions and Environment: Work is performed in an office setting within the School Nutrition Services department. May occasionally be required to visit school cafeterias or attend off-site meetings. Able to adapt to frequent interruptions and changing priorities in a dynamic work environment.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer