Columbia Public Schools
Excellence in Education for *All* Students
Job Description

POSITION PROPERTIES

Position Title: Nutrition Services Office Support
Schedule / Grade: Hourly Support Staff / 28
Job Code: 98ADSUP780
FLSA: Non-Exempt
Calendar: ADSUP-Hourly
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 10/6/2025

PURPOSE

The Nutrition Services Office Support position serves as the **Employee Attendance and Recruitment Secretary**, The Employee Attendance and Recruitment Secretary supports the School Nutrition Services department by managing employee attendance records, coordinating staffing logistics, assisting with recruitment and onboarding processes, and maintaining accurate personnel documentation. This position ensures timely communication and record-keeping related to employee absences, substitutes, job postings, and hiring efforts for all school nutrition staff.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Monitor, track, and record daily attendance of school nutrition employees across all sites.
- Enter and maintain accurate absence, leave, and time-off records in coordination with Human Resources and Payroll.
- Notify supervisors and kitchen managers of staffing shortages or callouts and assist in securing coverage.
- Maintain up-to-date logs and databases for employee leave (sick, personal, vacation, FMLA, etc.).
- Prepare regular attendance reports and summaries for the Director or department leaders.
- Assist in posting job vacancies through district HR systems and job boards.
- Coordinate scheduling of interviews, screenings, and onboarding appointments for new hires.
- Help prepare recruitment materials, packets, and applicant communications.

- Maintain applicant tracking spreadsheets and candidate files.
- Support onboarding tasks such as background checks, document collection, badge/photo ID setup, and orientation coordination.
- Maintain accurate employee records and filing systems (digital and physical).
- Communicate professionally with employees, applicants, HR staff, payroll and school administrators.
- Support coordination of substitutes and temporary workers for school kitchens.
- Assist with onboarding documentation, and credential tracking.
- Respond to employee questions about leave policies, schedules, and job openings.
- Perform other related clerical duties as assigned by the Director or Assistant Director of Nutrition Services.

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 polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Director, Assistant Director and Field Supervisors

Supervises: None

QUALIFICATIONS

Minimum:
- High school diploma or GED
- 2+ years of experience in clerical, human resources, or administrative work

Preferred:
- Associate's degree or HR certification
- Experience in a school or food service setting
- Experience with employee scheduling, timekeeping, or HR software systems
- Proficiency with Microsoft Office (Word, Excel, Outlook), Google Workspace, and data entry tools.

Ideal Candidate:
- Excellent public speaking skills.
- Strong attention to detail, accuracy, and confidentiality.

- Excellent verbal and written communication skills.
- Ability to prioritize tasks, meet deadlines, and handle multiple 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, 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, understand, and interpret documents such as job descriptions, HR policies, leave forms, and district procedures. write and edit professional correspondence, reports, notices, and memos clearly and accurately. Maintain appropriate relationships with students, parents, community members and coworkers.

Computation: Ability to perform simple arithmetic (addition, subtraction, multiplication, division) for timekeeping and reporting.

Reasoning: Apply common sense and sound judgment in resolving scheduling conflicts, data discrepancies, or leave issues. Able to interpret and follow multi-step procedures related to employee records, hiring workflows, and compliance policies. Identify and maintain confidential and sensitive personnel information.

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.

Conditions and Environment: Work is performed in an office setting within the School Nutrition Services department. May occasionally visit school sites or participate in job fairs or recruitment events.

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