

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Office Manager  
Nutrition Services

**IMMEDIATE SUPERVISOR**      Nutrition Services Coordinator

**GENERAL DUTIES**

This position performs a wide variety of tasks contributing to the smooth and efficient operation of the nutrition services department for the welfare of children, parents, other school employees, and the community. This position requires that one be an independent starter and be able to work in a high volume, fast paced environment.

**ESSENTIAL REQUIREMENTS**

- A. Minimum of a high school diploma or its equivalent, with post secondary training or three years of experience in complex, detailed clerical and administrative computer applications
- B. Word process at a speed of at least 50 words per minute from clean, legible copy, and use a 10-key pad by touch
- C. Understand and apply policies, laws, rules, and regulations pertaining to Nutrition Services, within State guidelines
- D. Be knowledgeable about correct forms for various correspondence, and possess the ability to spell correctly and use proper English
- E. Ability to understand and carry out oral and written directions
- F. Able to handle a variety of activities and interruptions in a polite, business-like manner
- G. Ability to maintain effective relationships with fellow employees and the general public
- H. Knowledge of bookkeeping practices
- I. Ability to work under stressful timelines and situations
- J. Knowledge of and ability in the use of Microsoft Office Suite, including Excel, Word and Publishers; Quick Books; District software and systems; and computer applications for tracking Nutrition Services, CafTrack and Meal Time
- K. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- L. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Secretary to Nutrition Services Coordinator and Nutrition Services Supervisor
- B. Initiate and answer telephone calls, make appointments, interview callers, furnish desired information or refer callers to the proper authority
- C. Serve as a liaison among principals, administrators, district employees, students and the general public
- D. Write letters and memoranda from rough notes or oral instructions, compose correspondence independently on routine matters not involving deviation from established policy, and type reports, memoranda and other materials, including materials of a confidential nature
- E. Enter data for nutrition services inventory, both incoming and outgoing

- F. Prepare invoices received by nutrition services from vendors for the accounts payable department, including blanket and open purchase orders. Prepare bid documents for vendors
- G. Keep inventory and distribute forms necessary for nutrition services and school cafeterias. Complete work orders, prepare and distribute menus. Order and distribute uniforms for school sites
- H. Compile information for and on nutrition services employees, including maintaining and updating such records as work schedules, evaluations, changes of status, recommendations to hire, leave requests, employee correspondence, and time sheet accuracy
- I. Maintain files, including those of confidential materials. Compile, enter, maintain, and disseminate nutrition services information data as per District requirements
- J. Operate and maintain office machines and equipment, which includes ordering office supplies for the nutrition services office, and office supplies for cafeteria managers. Also, banking supplies, such as bank deposit books and deposit bags for school cafeterias
- K. Coordinate training for nutrition services employees
- L. Coordinate activities that celebrate the success of employee performance
- M. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: 40 lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: 40 lbs.			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Less than 12 Month Office Support Pay Schedule**

**Pay Grade:** E

**Last Revised:** June 2007