

**FRANKLIN PIERCE SCHOOLS**  
**JOB DESCRIPTION**

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**POSITION TITLE: NUTRITION SERVICES OFFICE MANAGER**

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**JOB SUMMARY:** The Nutrition Services Office Manager is responsible for managing the nutrition services office; purchasing supplies; securing substitute employees to meet staffing needs; inputting data into computer system; processing and preparing documents and reports; monitoring department budgets and expenditures; maintaining files; training substitute nutrition services employees.

**ESSENTIAL JOB FUNCTIONS:**

Manages operations of the Nutrition Services office, including organizing, prioritizing and delegating work, to ensure smooth operations and optimal customer service.

Prepares and maintains documents, reports, online correspondence and support data as needed to ensure compliance with district, state and federal requirements, including the federal National School Lunch, National School Breakfast, Afterschool Snack and Summer Feeding programs.

Receives, coordinates and reviews free and reduced meal program applications, as well as income surveys, to ensure federal guidelines are met.

Acts as the main contact person and operator of the Websmart/WinSnap POS computer system.

Provides problem solving help to schools in regards to the POS computers, daily finances/receipts and student data as needed.

Responds to inquiries from district staff, parents, vendors and the public to provide information, and/or refer to appropriate parties.

Communicates with kitchen staff to provide information to meet daily needs.

Receives and/or places orders with vendors for dairy, bakery and produce items to meet school kitchen daily needs and/or requirements.

Purchases department supplies, equipment and services from vendors to meet departmental needs; assists with other purchasing functions as required; processes department budget and expenditures to track funds and ensure requirements.

Processes and maintains Nutrition Services employee timesheets and monthly leave report to ensure work time is accurately recorded.

Schedules Nutrition Service substitute work to ensure department staffing requirements are met; establishes and maintains substitute employee rosters; provides orientation to substitute employees, including reviewing district and department policies and procedures.

Prepares documents, menus and reports to provide information to district staff and the public.

Maintains the Nutrition Services page of the district website to ensure timely and accurate information.

Inputs data into the computer to maintain accurate records.

Other duties as assigned.

## *NUTRITION SERVICE OFFICE MANAGER, Continued*

### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, required.

Prior training or experience in a school setting, working with a variety of clientele, preferred.

Experience with word processing, spreadsheets and database computer software.

Ability to do bookkeeping and to maintain accurate records and reports.

Ability to compose routine correspondence with minimal direction.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Skills to

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications
- read and interpret specific rules, laws, and agreements, and apply them with good judgment
- handle confidential matters and information in a professional manner
- perform basic arithmetic calculations

Knowledge of

- word processing, spreadsheet, and database software
- general clerical procedures
- operation of standard office equipment, including a computer
- district, state and federal policies and procedures
- basic budgeting, financial and statistical record keeping

Ability to

- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with public and district staff
- establish cooperative working relationships with district staff to enhance the completion of assigned tasks
- manage others
- communicate effectively with staff, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions; upgrade skills necessary to perform work.

### **SPECIALIZED PERFORMANCE RESPONSIBILITIES:**

- Must be comfortable with technology and learning new computer skills and willing to upgrade skills as requested & required
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution
- Must demonstrate a sincere interest in representing the District and the department in a positive and professional manner, both in person and by phone

**REPORTING RELATIONSHIP:** Reports to Nutrition Services Director.

*April 2000*

*Rev. November 2005*

*December 2008*

*October 2015*

*December 2017*