



Title:	Child Nutrition Office Manager
Reports to:	Child Nutrition Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

An employee in this class performs a large variety of duties involving interaction with other departments, vendors, the public and Child Nutrition employees. The employee receives general to direct supervision.

ILLUSTRATIVE EXAMPLES OF WORK

- Maintain physical organization of the Child Nutrition office.
- Maintains Kronos payroll for Child Nutrition employees by setting up schedules, correcting exceptions, etc., so that payroll is accurate and ready to process.
- Order office and school cafeteria supplies.
- Organize files so information is readily retrievable and purge files as necessary.
- Prepares and submits the purchase card statement monthly.
- Open purchase orders as needed.
- Verifies that quantity and cost amounts match on purchase orders, receipts and invoices.
- Processing invoices and bills for payment in a timely manner.
- Process orders for all vendors as needed.
- Update item codes and prices as needed.
- Answer incoming calls from the public and employees courteously and provide the information requested.
- Set up bid items for ordering.
- Verify Cafeteria Manager reports and paperwork are complete for the end of the month processing.
- Work with and assist the catering manager with catered set ups and events.
- Pick up and prepare for deposit vending money with the catering manager. Pick up the high school weekly and the middle school bi-weekly.
- Responsible for taking minutes at the manager meeting and other meeting as needed. Minutes are to be typed and emailed to the Director within 48 hours after the meetings.
- Participate on the building safety committee.
- Assist Human Resources by filling in for the building receptionist.
- Establish and maintain positive working relationships.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of and ability to use grammar, vocabulary, spelling and punctuation.
- Considerable knowledge of office practices and procedures.
- Considerable knowledge of bookkeeping.
- Some knowledge of accounting techniques and procedures.
- Skill to operate a computer and typewriter.

- Ability to compile and summarize information.
- Ability to access information through a computer network, or from a mini- or main-frame computer.
- Ability to use moderately complex word processing or spreadsheet software programs.
- Ability to reconcile divergent entries.
- Ability to learn, interpret and explain policies, regulation and programs.
- Ability to resolve problem situations.
- Ability to schedule variable work.

SUGGESTED TRAINING AND EXPERIENCE

Experience supporting a high level administrator or possession of technical knowledge in a specialized area is preferred. Associate degree preferred.

Preference will be given to applicants with experience in the areas required, experience with Federal Programs and experience in other areas of Child Nutrition.