



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Office Support
SCHOOL/DEPARTMENT	Child Nutrition Services/ Operations
SALARY	Salary Grade 57 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Child Nutrition Services
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Office Support position in the Child Nutrition Office requires that the employee provide office/bookkeeping support by performing a large variety of complex duties throughout the Child Nutrition Services department to include, but not be limited to, extensive interaction with the Free and Reduced Lunch program and ensuring that all requirements and criteria are met. Many actions taken by the employee are based on general methods, policies and purposes. The Office Support is expected to devise methods to produce the anticipated results in order to successfully complete assigned job tasks. Unusual situations arise with some frequency requiring discretionary judgment, analysis and independent action.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of computers (hardware and software)
- Thorough knowledge of nutrition policies and procedures and fiscal and audit responsibilities

- General knowledge of the operations of the department
- General knowledge and ability to use correct grammar, spelling and punctuation
- General knowledge of modern office practices
- General knowledge of elementary level mathematics and use of a calculator
- General knowledge of common word processing, spreadsheet and file maintenance programs
- General knowledge of the principals of organization and administration
- Ability to interpret, analyze and report financial and Child Nutrition related information
- Ability to transcribe information and to prepare standardized forms, letter and reports from that information
- Ability to operate common office machines
- Ability to process documents such as purchase orders, invoices, etc.
- Ability to sort and distribute documents
- Ability to maintain complete and accurate records and to develop standard reports from those records
- Ability to respond to questions based on considerable knowledge of the department
- Ability to understand and follow oral and written instructions
- Ability to type accurately at a moderate speed
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to drive to various locations within the school system and in the area
- Knowledgeable of Microsoft Office Suite such as Excel, Publisher, Word, Access and PowerPoint software.
- Experience with automated food service software
- Ability to interpret, analyze and report financial and Child Nutrition related information.
- Ability to access information through a computer network, or from a mini- or main-frame computer
- Ability to create charts, budget reports and related documents

EDUCATION, TRAINING, AND EXPERIENCE

- High School Degree or GED
- Additional course work in secretarial science, bookkeeping, business, finance; accounting or related area
- One (1) to three (3) years serving in an office support position
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess Food Safety Training Certificate
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree from an accredited institution in secretarial science, bookkeeping, business, finance, accounting or related area
- Three (3) to five (5) years of experience serving in an office support position, especially within this department

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, process, organize, and file Free and Reduced meal applications
2. Distribute notification letters and address concerns with parents and administrators
3. Responsible for extended benefits determinations and notifications
4. Responsible for ordering and disseminating free and reduced applications to schools
5. Responsible for receiving and processing food ordering in a timely manner
6. Update parental information to the company responsible for customer's returned checks
7. Update and process Lunch Prepay and Lunch Applications concerns
8. Upload and process Direct Certification data from the Direct Certification and Verification System (DCV); process and send notifications to parents
9. Assist with verification of free and reduced applications during the designated period by North Carolina DPI
10. Maintain and evaluate the Personnel Activity Report (PAR) sheets for proper federal reporting
11. Ensure employees' professional development hours are documented and earned by the end of the school year
12. Maintain HACCP documents and ensure books are up to date and evaluated
13. Responsible for reviewing and evaluating production records at least twice year.
14. Update the website with communication to the school system's Webmaster to post free and reduced applications, announcements, cafeteria sanitation grades, pictures and meals pricing
15. Input of, transfer and adjust food items in Meals Plus inventory module
16. Train Child Nutrition employees on inventory module
17. Distribute the Free and Reduced Demographic Report to appropriate administrators
18. File and maintain information on rebates on purchases
19. Assist Child Nutrition Director with entering data for nutritional analysis of food products and corresponding with the Registered Dietician
20. Serve as a substitute in the schools if needed
21. Prepare information for monthly management meetings as necessary
22. Assist with preparation, printing and distribution of monthly student menus
23. Offer assistance to child nutrition staff and administration in the absence of the Director
24. Assist in any other area of child nutrition as needed including assisting at schools when staff is not present
25. Assist in other areas at Central Services, as needed
26. Serves as assistant liaison to Finance Department and NCDPI in areas related to child nutrition finance
27. Serve as assistant liaison to NCDPI and USDA in areas related to the Free and Reduced Price Meal Program and federal meal reimbursements
28. Serve as assistant liaison with vendors for updated information related to products and services that are bid.
29. Provide assistance entering bid information into inventory module for purchasing
30. Provide oversight assistance with work order entries by CNS managers to ensure they are appropriate
31. Assist the Administrator of Meals Plus computer server for Child Nutrition Services
32. Serve as the assistant liaison with Meals Plus to assist with computer issues for CNS managers

- 33. Assist with setting up beginning of the year screens in all modules of the Meals Plus computer system including assigning budget codes, importing inventory data and free and reduced information
- 34. Perform additional tasks as assigned by the Child Nutrition Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*