

**KILLEEN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: School Nutrition Office Manager
Reports To: Coordinators of School Nutrition
FLSA Status: Non-Exempt

SUMMARY: Assists the School Nutrition Coordinators with the administrative functions of the School Nutrition Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises all office duties within the School Nutrition Office to include federal reimbursement, purchasing and ordering food and beverages, technology, purchase orders, accounts payable and reception of visitors.

Child Nutrition Program Management

Insures that all office processes comply with all guidance from the Texas Department of Agriculture (TDA) which oversees the USDA Child Nutrition regulations and monitors compliance of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP) Pre-K and Head Start programs and any after school related programs, and the Summer Food Service Program (SFSP).

Oversees and assists in the processing of all Free and Reduced Applications. This includes maintaining the verification and electronic application process.

Oversees and assists in conducting Counting & Claiming audits for all federal meal programs, for example, NSLP, SBP, and SFSP.

Oversees the gathering of daily reports in order to process the monthly reimbursement claim insuring that Counting & Claiming functions have been conducted for the NSLP, SBP, and SFSP.

Oversees timely and accurate vendor payment processing of invoices and purchase orders.

Technology

Supervises the installing, configuring, and upgrading of all KISD approved software purchased by School Nutrition.

Oversees and coordinates all Network issues, i.e. installation of computer drops with Technology Services, Primero Edge software updates, etc.

Oversees and monitors the Freshloc Freezer alarm system for all school nutrition sites.

Personnel Management

Conducts performance appraisals on office staff.

Coaches and counsels staff for peak performance.

Foster a teamwork environment by treating and effectively communicating to staff with dignity and respect.

Exhibits excellent customer service by answering phone calls while exhibiting excellent customer service and problem solving any concerns.

Professional Development

Attend classes offered by TDA and/or Region 12 to receive program updates and administer program changes.

Other Responsibilities

Oversees the grocery order entry into Frontline ERP to be delivered to campuses. Reports any inventory product deficiencies or overages within the warehouse. Tracks the inventory products in Frontline ERP and monitors the age of the products.

Interfaces with parents, administrators, teachers, and other school nutrition personnel regarding school nutrition issues such as account balances, application status, student pin numbers, and other related student information.

Oversees the consolidation and ordering of external vendor products, including produce, bread, and snacks.

Oversees and assists in processing of invoices and purchase orders for all replenishment of stock items in the warehouse.

Coordinates with the Distribution Services Coordinator and Lead Warehouse Worker to purchase food for the replenishment of warehouse stock at least five weeks out to insure proper delivery to the schools for the cycle menu.

SUPERVISORY RESPONSIBILITIES:

Supervises the office staff of the School Nutrition Office, to include temporary staff. Carry out the supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees: planning, assigning, and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

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, skill, and ability required. There maybe alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

EDUCATION OR EXPERIENCE:

High School Diploma/or GED with a strong accounting background: At least three (3) years in administrative and operational duties within a School Nutrition Program. In-depth knowledge of the School Nutrition Program; In-Depth knowledge of the guidelines and regulations of the School Nutrition Program; Computer experience; Experience in conducting Accu-claim and Verification reviews.

LANGUAGE SKILLS:

Ability to read, analyze, comprehend, and interpret general business reports, technical procedures and/or government regulations and instructions, all correspondences, and memos. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

information and respond to questions in one-on-one and/or groups of employees, vendors, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are a representative of those that must be met for an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to sit, stand, talk, or hear. This employee is frequently required to walk. The employee must occasionally lift/move up to 25 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees normal work environment is an office environment; however, the employee must travel within the district to various kitchen sites. The employee maybe exposed to wet/humid conditions, and moderate hot/cold temperatures. Exposure to these conditions or temperatures are usually moderate. The noise level in the work environment is usually moderate. The stress level is usually moderate, but can be high at times.

OTHER SKILLS AND ABILITIES:

Additional skills necessary to the job are accuracy on the 10-key; can adapt to change readily; detailed oriented; and handle deadlines. Have the working knowledge of computer systems. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that maybe required.

Revised Date: July 22, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.