Chartwells Higher Education
Job Description

Position Title: Office Personnel Administrator  
Primary Report: Director of Dining Services
Hay Grade: 2  
Department: Administrative Services
FLSA Status: Hourly  
Prepared By: Human Resources Manager
Job Code: 80000024  
Prepared Date: December 15, 2015

SUMMARY
Responsible for overall office activities and services, including records of operating costs, associate files, compliance, record retention and support documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Analyzes and organizes office operations, such as bookkeeping, preparation of payroll, personnel, information management, filing systems, requisition of supplies and other clerical services.
Prepares weekly, monthly and annual reports for management, including financial, labor hour and turnover reports.
Establishes uniform correspondence procedures and style practices to ensure associate and client correspondence is consistent and meets communication purposes.
Audits cash transactions; deposits funds; prepares financial statements.
Reviews clerical and personnel records to ensure compliance and accuracy.
Manages associates to include selection and hiring, training and performance management as needed.
Researches and develops resources that create timely and efficient workflow; redesigns workflow and procedures for clerical and management staff.
Plans office layout, develops office budget and initiates cost-reduction programs.
Inventories and maintains office supplies and equipment.
Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
Responsibilities include: training; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems. Ensure associates comply with safe work habits.
Assign additional duties as needed.

EDUCATION and/or EXPERIENCE
Bachelor’s degree (B.A.) from a four-year college or university; or five years related experience and/or training in multi-unit location; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze and interpret reports, recipes, and hospitality-related professional journals and articles.
Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to react quickly to operational problems and make strong informed decisions.

CERTIFICATES, LICENSES, REGISTRATIONS
Member of a local and/or food service/culinary association(s) (i.e. ServSafe and ServSafe Alcohol).

PHYSICAL DEMANDS Must be a minimum of 18 years of age. Capable of lifting up to 50 pounds; capable of sitting for extended periods of time, as well as standing and maneuvering independently and safely around kitchen, office, and storage areas; capable of standing on concrete flooring for extended periods of time; ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be fully met. Sufficient manual dexterity to operate a fire extinguisher, manipulate kitchen equipment and operate all office equipment. Must be able to assist in the evacuation of employees and customers in case of an emergency.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.

OTHER Strong computer skills. Maintain confidentiality; does not divulge Chartwells policies, procedures, and/or systems to unauthorized personnel. Strong working knowledge of food handling and sanitation standards, and be able to interpret and enforce these standards. Able to travel overnight as needed. Valid driver’s license and good driving record. Follow the You First Pledge & Promise guidelines.

DISCLAIMER This is not an exhaustive list of all responsibilities, skills, tasks, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to modify essential functions of the job, or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs or technical developments).

I have received, read and understand the above job description and can perform the essential functions of the job with or without reasonable accommodation. In the event I need future reasonable accommodation(s) it is my responsibility to submit that request in writing to management for review.

____________________________________  ______________________________
Associate Signature                      Date

____________________________________  ______________________________
Managers Signature                      Date

I require the following accommodation:

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