



JOB TITLE	DEPARTMENT	REPORTS TO
Food Service Clerk	Child Nutrition Services	Director of Child Nutrition Services

Position No: 76093	Length of Work Year: 12 Months
Salary Schedule: C19	Date Approved: 2/9/16
FSLA: Non-exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. A minimum of three (3) years of clerical experience or combination of training and experience. 3. Knowledge of federal school food services guidelines required. 4. Data entry proficiency. 5. General office skills, including advanced spreadsheet utilization skills. 6. Ability to properly apply bookkeeping and accounting principles to actual work. 7. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To maintain district Food Service substitute work schedules. 2. To place and maintain substitutes throughout the district in kitchens. 3. To operate, when necessary, all standard types of office machines, including computerized District accounting software and food services based spreadsheet software. 4. To enter data as necessary and related to the food services program, including journal entry data of USDA Commodities. 5. To assist Meal Program Manager with daily operations of Meal Applications and Purchase Orders. 6. To assist with office responsibilities including receptionist duties as necessary to ensure high degree of responsiveness and coordination with parents, school personnel, other district departments and the general public. 7. To oversee student account balances and follow up with outstanding negative balances. 8. To perform assigned tasks in a timely and efficient manner. 9. To perform assigned tasks with a high degree of quality. 10. To perform other tasks as assigned by the Supervisor.
PHYSICAL DEMAND CLASS:
<p>Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.</p>