

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	CHILD NUTRITION CLERK
Department:	Food Service
Reports To:	Director, Food Services

SUMMARY:

The Child Nutrition Clerk shall perform responsible accounting support functions in the preparation, maintenance, and processing of food service financial or statistical records or reports; to provide support for a variety of Food Service Department functions; to serve as a resource person for assigned accounting support areas; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Responsible for working with a centralized food service accountability software package.
- * Oversees and trains district cafeteria cashiers in the proper use of computer software and uniform collection and reporting systems.
- * Organizes and coordinates cashier activities and operations throughout the district, to include verifying daily cashier deposits.
- * Serves as a resource person for District personnel and others regarding food service accounting and statistical records.
- * Receives and processes free/reduced meal applications, checking for completeness and accuracy and determining eligibility within established guidelines. Also perform Direct Certification process for eligible applicants.
- * Maintains office supply inventory and equipment maintenance log for the Food Service Department.
- * Posts information, distributes, and maintains a variety of lists and records related to food service programs.
- * Accurately composes correspondence, notices, and memos as assigned.
- * Prepares routine forms and reports.
- * Tracks absences' of food service staff and ensures absence forms are turned in on time.
- * Assists Food Services Director in scheduling staff or substitutes as needed.
- * Performs a variety of office support functions, including word processing, filing and answering the telephone for the food service office.
- * Assist the Food Service Director to ensure overall department compliance with state and federal mandates relating to matters of the Child Nutrition Program.
- * Assists in updating department homepage.
- * Assists with coordinating and organizing catering events.
- * Participate in a variety of food service operations and functions as needed, to include functional area meetings and/or conferences when deemed necessary.
- * May provide back-up coverage for Food Services department positions when required where substitutes are not available.
- * Other related duties as assigned.

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School graduate or equivalent and three years accounting/book keeping experience. Background in Food Service operations preferred.

OTHER SKILLS and ABILITIES:

Personal Computer and spreadsheet experience. (Technical skills to program/repair telecommunications and voice mail equipment preferred.) Ability to communicate clearly and concisely, both orally, and in writing. Knowledge of office methods and procedures, record keeping practices and procedures

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before children, staff, and vendor representatives. Bilingual speaking of Spanish and English preferred.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume. Ability to apply concepts of basic math.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Driver's License.

PHYSICAL DEMANDS:

Frequently sit, stand and walk for extended periods; physical ability to lift and carry objects weighing up to 25 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of cash registers, computers, calculators, adding machines, office equipment, and copiers.

WORK ENVIRONMENT:

Work is normally performed in an office environment; some work may be performed in an environment with constant noise, regular contact with staff and students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.