



NUTRITION SERVICES CLERK

Revision Date: 11/07/18

Brief Description of Position:

Under the direction of the Director of Nutrition Services, performs a wide variety of operational, informational and clerical assistance within Nutrition Services. Duties involve processing of annual meal applications and LCFF paperwork for determination of student eligibilities, as well as frequent contact with students, district staff and general public.

Essential Duties and Responsibilities:

- a. Provides assistance in processing annual meal applications and/or LCFF household income applications using a variety of online web-based software, district student information system software and scanning hardware.
- b. Utilizes software systems to run reports of student eligibilities.
- c. Uses the nutritional analysis software to run reports as necessary.
- d. Answers phones and takes messages; provides information and assistance to staff members, parents, and others regarding Nutrition Services processes.
- e. Provides clerical support with data entry, and the creation of reports using Microsoft Word and Excel programs.
- f. Operates a computer terminal to input and update data for the Nutrition Services Department.
- g. Word processes, duplicates and distributes a variety of documents, including notices, records, forms and lists.
- h. Operates a variety of office machines including computers, calculator and duplicating machine.
- i. Orders supplies necessary as directed for cafeteria/kitchen and district office needs.
- j. Follows Federal, State and local laws pertinent to the Child Nutrition Program.
- k. Maintains appropriate files and records according to the USDA and CDE requirements.
- l. Enters purchase order requisitions for various outside vendors and the district warehouse.
- m. Compiles site paperwork into required weekly and monthly reports.
- n. Compiles and provides data entry for reports regarding site cash deposits, meal counts, invoices and monthly inventory.
- o. Provides assistance with set up for catering events requesting food and beverage items for Board meetings and any additional district meetings as necessary.
- p. Provides support at the site level when needed in covering various points of sale during meal service when sites are short staffed due to absences.
- q. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

Knowledge and Abilities:

Knowledge of:

- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Verbal and written communication skills
- Special Education laws; school organization, operations, and policies

Ability to:

- Learn and explain Federal, State and District regulations and policies related to the School Breakfast Program, the National School Lunch Program and the At Risk After School Supper Program.
- Understand and follow verbal and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Meet schedules and time-lines.
- Maintain records and prepare reports.
- Complete assignments with many interruptions.
- Type at 40 words net per minute from clear copy.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively.

Ability to cont.:

- Use spoken and written English effectively in contacts with individuals and groups.
- Operate various office equipment, including computers, calculator and duplicating machine.
- Learn to interpret and explain rules, regulations, policies and procedures.
- Organize time and prioritize.
- Maintain a variety of files.

Physical Characteristics:

Must be able to bend, stoop, reach, lift and stand and/or sit for prolonged periods, see to read fine print, depth perception to file; use hands and fingers to operate office equipment, speak clearly, and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

Licenses and other certificates:

Valid California driver's license.
Food Handlers Safety Certification

Working Conditions:

District office environment; may travel to various sites, subject to constant interruptions.

REQUIREMENTS:

Work Year: 11 month

Education: Graduation from high school or evidence of equivalent educational proficiency.

Experience: One-year general clerical experience preferred. Experience working with computers and various software programs preferred.

Salary: Range 11

Benefits: 100 % health and welfare benefits