

## WISEBURN SCHOOL DISTRICT

### FOOD SERVICES CLERK

Confidential Position

#### DEFINITION

Under direction, to perform a wide variety of responsible clerical and secretarial duties, manage Food Service department, prepare State and Federal reports and documents for schools, organize and maintain files, and perform other work as required.

#### SUPERVISOR

Director, Budgeting & Accounting

#### EXAMPLES OF DUTIES

- Maintains student records on Panda computer programs as it pertains to lunch program. **E**
- Copies, distributes, processes, and monitors free and reduced lunch application forms and correspondence. **E**
- Monitors/maintains current list of students on free and reduced lunches and verifies applications according to government regulations. **E**
- Compiles and processes food order, verifies delivery, follows up on substitutions and/or shortages. **E**
- Prepares deposits and maintains accounting system of student ticket sales, including monitoring and follow up of returned checks. **E**
- Prepares/processes State and Federal reports. **E**
- Compiles weekly/monthly reports of meal usage; prepares/processes Food Service forms and checks records and reports for accuracy, completeness and compliance with established procedures and standards. **E**
- Maintains Food Service files, correspondence, memos, and prepares and distributes lunch menus. **E**
- Assists callers on the telephone or in person regarding the school lunch program. **E**
- Interfaces with vendors regarding deliveries, shortages, upcoming menus, and changes in program and/or procedures. **E**
- Verifies cafeteria invoices and submits for payment. **E**
- Conducts staff in-services on changes/updates in Food Service procedures and regulations. **E**
- Inventories new food services equipment and monitors service calls regarding equipment repairs. **E**
- Serves as back up Food Service Worker in absence of appropriate coverage at school sites on an as needed basis. **E**
- Provides assistance to Business Office. **E**
- Other duties as assigned. **E**

**Note - Task statements coded with letter "E" are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990.**

Revised: July 2008

Board Approved: August 14, 2008

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Modern office practices and procedures.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- State and Federal Child Nutrition and Food Distribution compliance laws and policies.
- Standard office machines and their operation.
- Computers using word processing, spreadsheet, data base and desktop publishing applications.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques.
- A second language.
- Panda Computer Program

Ability to:

- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary.
- Understand and follow oral and written directions.
- Type at a rate of 50 words per minute from clear copy.

**DESIRABLE QUALIFICATIONS**

- Establish and maintain cooperative and effective working relationships with those contacted during the course of work.
- Perform a variety of responsible clerical work and take charge of administrative details.
- Work independently with confidential records and reports.
- Perform basic business functions and make arithmetic calculations.
- Speak and understand Spanish.

Experience - Three years of varied and increasingly responsible clerical experience comparable to the duties listed above.

Education - Equivalent to completion of the twelfth grade, including or supplemented with courses in business or related field. A high school diploma is desired.

**Revised: July 2008**

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**WORKING CONDITIONS**

**Environment**

Office environment, subject to constant interruptions.

**Physical Abilities**

**Vision** (which may be corrected)

to read small print and maintain records.

**Hearing** (which may be corrected)

to communicate with staff, to talk on phone.

**Speech**

to communicate with staff, to talk on phone.

**Dexterity of hands and fingers**

to operate office equipment.

**Sitting and standing for prolonged**

to perform required duties.

**periods of time**

**Strength**

to lift, push, pull and/or carry objects which may weigh as much as 50 lbs. on a regular basis.

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