

Job Description
MOORE PUBLIC SCHOOLS

5.33

Job Title: **Child Nutrition Clerk**

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 2-3 years of clerical experience in data entry, bookkeeping, 10-key calculator. Some school system experience is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines may include but are not limited to photocopiers, FAX machines, CRT/computers, 10-key calculators, multi-line telephone consoles, and other office machines.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: 50 WPM

Site: **Child Nutrition Center**

Reports To: **Director of Child Nutrition**

Job Goal (Purpose of Position): Performs semi-skilled to skilled-level data entry/bookkeeping duties under general supervision to assist in the efficient functioning of the office and to assist the Director or other staff. This position controls all child nutrition warehouse inventory and issues to all school sites. In addition, it controls all account receivables for child nutrition and all school sites and is accountable for all deposits and inventory for Federal reporting. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE MEASURES):

1. Keys into computer grocery orders by sites.
2. Takes and maintains inventory of warehouse items. Keys such inventory in a computerized system for retrieval and reporting.
3. Keeps records such as schools' grocery orders, food invoices, and government commodities. Prepares information in a format for federal and state reports. Runs Federal reports for reimbursement.
4. Takes care of daily money receipts of child nutrition funds. Keys in all deposits. Verifies and keeps computerized accounts receivables. Deposits receipts in appropriate institutions/banks as required by the District.
5. Handles all returned checks. Maintains computerized ledgers of accounts payable.
6. Responsible for verifying the bank statement. Reconciles accounts to ensure that District's books and bank statement are accurate.
7. Performs other duties as assigned by the Director of Child Nutrition.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person.

TERMS OF EMPLOYMENT: 190-225 days

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 12-14-98

Revised 1998-99 Negotiated Contract

Revised 11-10-97

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Revised 05-14-12