

FOOD SERVICE CLERK**DEFINITION:**

Under direction of the Food Services Director, perform a variety of duties essential to the success of the Food Service Department

QUALIFICATIONS:

Experience: Two years of general clerical experience

Education: High school diploma, GED or equivalent

DISTINGUISHING CHARACTERISTICS:

- This is an entry-level clerical position. This position, while routine and repetitive, may also include other duties as assigned by the Food Services Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Food Services Director, incumbent will:

- Input food & supply orders to vendors on specified days
- Scan and process applications for free & reduced price meals
- Update the menu boards for the Point of Sale system
- Prepare menus for publication and post on district website
- Enter meal count data into Excel spreadsheets
- Perform the Annual Verification
- Initiate and answer phone calls; screen; direct or take messages
- Collect, open, and distribute department mail

KNOWLEDGE:

- Operate an assortment of office equipment including a computer and assigned software
- Proficient in use of email and internet
- Basic record-keeping and filing techniques

ABILITIES AND SKILLS:

- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Professional telephone etiquette
- Accurate keyboard skills (must type 45 wpm)

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.