

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

NUTRITION SERVICES ACCOUNT CLERK

**POSITION
DESCRIPTION:**

Directly responsible to the Director of Nutrition Services. Performs a variety of accounting and data input functions, coordinates with cashiers, handles cash, maintains accurate and confidential records, and provides quality customer service.

**ESSENTIAL JOB
FUNCTIONS:**

1. Assists in clerical duties as directed by supervisor
2. Reviews daily sales records from sites for accuracy and following standard procedures
3. Prepares bank deposits, reports and spreadsheets
4. Delivers bank deposits when necessary
5. Processes meal applications
6. Maintains eligibility and financial records; confidentiality
7. Coordinates and schedules cashier training and cashier substitutes
8. Substitutes as site cashier when necessary
9. Inputs student dietary restrictions, eligibility information, daily sales and deposit records, and other financial information
10. Provides Point of Sale (POS) and cashier support, information to stakeholder inquiries
11. Conveys information, standards, procedures, state and federal guidelines and requirements to cashiers
12. Dispenses and collect cashier's petty cash
13. Interacts with employees, students, the public, and outside vendors
14. Attends trainings and meetings as directed
15. Reports all safety, sanitary and fire hazards to their supervisor
16. Communicates and works cooperatively with sites, co-workers, and/or departments
17. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License

Knowledge of:

- Principles of current office practices, procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation
- Principles of basic record keeping and basic mathematics, including but not limited to, reconciliation techniques and cash handling

Ability to:

- Lift, carry, push and pull objects up to 50 lbs as assigned by position
- Perform routine clerical duties, maintain records
- Interpret reports, operate computers, operate 10 key
- Understand and carry out verbal and written directions
- Communicate effectively both verbally and in writing
- Work cooperatively with other employees
- Plan, organize, coordinate and instruct others
- Type accurately at a speed of not less than 30 words per minute

EXPERIENCE:

Required:

- Two years of paid experience as a cashier

Desired:

- Prior employment in a school district or large institution where duties included making cash transactions and deposits, keeping records, preparing reports and filing

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Extensive public contact
- Busy and fast-paced office setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor