

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: NUTRITION SERVICES CLERK (Range 13)**

#### **BASIC FUNCTION:**

Under general supervision, accounts for sums of money for nutrition services; performs a variety of clerical duties and recordkeeping tasks; and performs other related duties as required.

#### **REPRESENTATIVE DUTIES:**

Daily money counting of the nutrition service site receipts; operates the Brandt money equipment, counting the money received daily from the cafeteria sites. *E*

Processes daily cash receipts and invoices; matches site receipts and actual account of funds. *E*

Processes checks for count information and distributes and posts to proper account. *E*

Maintains equipment cleanliness and order. *E*

Answer telephone and does general filing; performs general typing and data input; distributes mail; assists customers and answers inquiries. *E*

Maintain friendly and supportive office atmosphere for students, faculty, staff and the public.

Performs other related duties as assigned.

#### **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.

Operation of a computer terminal and data entry techniques.

Operation of a cash counting equipment with speed and accuracy.

##### **ABILITY TO:**

Communicate effectively both orally and in writing.

Maintain accurate records and prepare reports.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Type at 40 words net per minute from clear copy.

Operate a variety of office equipment.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Lifting, carrying, pushing, or pulling heavy objects up to and including 50 pounds maximum.

Dexterity of hands and fingers to operate cash counting system.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist.

Seeing to assure accurate records and prepare reports.