



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Clerk, CNP Inventory	Exemption Status:	Non-Exempt
Reports to:	Food Service Director	Pay Grade:	03
Works with:	Food Service Personnel	Days:	226
Dept./School:	Food Service Office	Date Revised:	07/23/2020

Primary Purpose:

To ensure that the inventory for the Food Service department is accurate and complete. Assist in general office duties and practices of the department. This position will have the functions of purchasing, receiving, and inventory.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Basic computer literacy, typing skills and proficient use of a calculator

Major Responsibilities and Duties:

1. Maintain inventory for all schools within the Food Service Department
 2. Coordinate the distribution of government commodities and other items to all the schools distribute consumption forms to cafeteria managers
 3. Make corrections to reports and input the data into the computer system
 4. Input the "Receiving" of merchandise into the computers system using invoices from the schools
 5. Ratify all transfers from campuses and warehouse
 6. Maintain an orderly filing system for all hard copies of the inventory system
 7. Transfer all corrections on the monthly discrepancy reports with the physical counts from the cafeteria managers reports (using personal vehicle)
 8. Invoices departments for cost of catering
 9. Assist other offices and warehouse staff as needed
 10. Assist cafeteria managers with any inventory concerns
 11. All other duties as assigned.
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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____