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, computers, l0-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: Proficient skills in typing/word processing

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. 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 accidents or injuries. 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. Responsible for ordering all Bank bags, deposit stamps and start cash for start of school.

3. Keeps records such as schools' grocery orders, food invoices. Prepare information in a format for federal and state reports. Runs Federal reports for reimbursement.

4. Manage daily money receipts of Child Nutrition Funds. Deposits receipts in appropriate institutions/banks as required by the district. Responsible for consolidating each month's bank statement which includes all money from schools, online payments, uniforms, rebates and insufficient checks. After consolidating the report, the information is then sent to the district's finance department, board of education and state department. This account consistently has a large amount of money; therefore, the position has no room for error._Regular interaction with banks and all child nutrition managers.

5. Handles all non-sufficient funds (NSF) checks. Maintains computerized ledgers of accounts payable. Maintain correspondence with Payliance, regarding NSF. Money collected on all NSF checks will be deposited into CNO accounts. If Payliance cannot process, phone numbers and addresses, provide student information data to Payliance to expedite payment.

6. Responsible for verifying the bank statement. Reconciles accounts to ensure that District's books and bank statement are accurate. This includes all bank corrections that managers must make.

7. Remote into site managers computers to address questions and issues.

8. Knowledge of district student information system to access needed information.

9. Responsible for setting up new accounts for all staff into operating system Point of Sale (POS). Training staff to run computer (POS) during serving times.

10. Responsible for ordering uniforms and red aprons for all sites.

11. Shared responsibilities, cross train with all others in CNO, can be needed to help at any site that is working shorthanded, help with site reviews, check production records, till reports, and government inventory books. Verify mileage from managers twice a year, answer phone calls from parents as needed and help cross-train any employee as needed.

12. 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: 251 days

SALARY: Category B

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

Approved	08/09/1993
Revised	12/14/1998
Revised	1998-99 Negotiated Contract
Revised	11/10/1997
Revised	11/27/2001
Revised	05/14/2012
Revised	2024-25 Negotiated Contract
Revised	02/10/2025