MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Dispatcher/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: 3 years of secretarial and/or clerical experience in personnel/payroll environment. Minimum of 1 year with computer experience using word processing. 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 written or printed materials such as charts, contracts, application forms, or instruction material.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing: Proficient skills in typing/word processing

Site: Child Nutrition Center

Reports To: Director of Child Nutrition

Job Goal (Purpose of Position): Performs semi-skilled level duties under general supervision to assist in answering calls in the Child Nutrition office; calling substitute cooks; completing time for full and part-time employees and other clerical functions. 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 constant 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 accident or injury. 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. Answers all incoming telephone calls for substitute help from the various sites for temporary cooks.

2. Maintains a list of qualified temporary cooks. Reads and performs screening of applicants. Provides training and direction for all new subs. Ensures all necessary documentation is filled out and sent to payroll/personnel W-4, drug testing etc. Oversees the processing of any personnel changes.

3. Notifies substitutes the time and school they are to work.

4. Keeps records of performance of temporary cooks in order to screen for future needs.

5. Checks time for full and part-time food service personnel. Prepares payroll for computer, maintains personnel records for all child nutrition employees (sick leave, emergency, personal and vacation)

6. Acts as an informational resource to employees regarding benefit programs, personnel policies and procedures, etc.

7. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

8. Prepares letter of intent to hire cooks/managers and assistant managers.

9. Create all site milk orders and communicate with milk provider.

10. Performs other duties as assigned by the Child Nutrition Director.

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 telephone and in person.

Terms of Employment:	251 days per year
Salary:	Category B
Evaluation:	Performance of this job will be evaluated in accordance with Board Policy.

Approved	08/09/1993
Revised	11/10/1997
Revised	11/27/2000
Revised	05/14/2012
Revised	2024-25 Negotiated Contract