

**Oroville City Elementary School District  
Job Description**

**JOB TITLE: CAFETERIA AND OFFICE CLERK**

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SALARY LEVEL: 22	DIVISION: Classified
DEPARTMENT: Food Service	LOCATION: School Sites
REPORTS TO: Coordinator of Food Services	
APPROVED BY: Board of Trustees	DATE: February 8, 1995
	REVISED March 28, 2007
	REVISED January 14, 2015

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**SUMMARY:** Under the direction of the cook, the cafeteria and office clerk will perform clerical work involved in compiling meal accounts and accounting for cafeteria funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Collects money for cafeteria program.

Counts and records meals each day, using one of two methods:

- A. Use a Point of Sale touch screen register at point of service; or
- B. Use roster system to mark off students at point of service. Record adult meals by type.

Respects and maintains strict confidentiality of all student meal eligibility information.

Complies with all District and State regulations regarding meal procedures and record keeping.

Interacts with staff members, students, parents, and others in an open, friendly business-like manner.

**For positions designated as breakfast:**

Compiles records of meals served on a daily basis, using one of two methods:

- A. Finish end of meal procedures on Point of Sale register; or
- B. Use roster system to count free, reduced and full price student meals and enter totals on bottom of roster page.

Compares total meals counted with cook's tally.

Performs other related duties, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - CONTINUED**

**For positions designated as lunch:**

Compiles records of meals served on a daily basis, using one of two methods:

- A. Finish end of meal procedures on Point of Sale register; or
- B. Use roster system to count free, reduced and full price student meals and record totals on the Daily Record. Count and record adult meals by type.

Compares total meals counted with cook's tally. Obtain names of student kitchen helpers, if any, from cook and determine their eligibility.

Maintains student rosters of students receiving free, reduced and paid meals.

Contacts households through means of regular mail, e-mail or telephone regarding overdue charges.

Other related duties, as assigned.

**Other essential duties and responsibilities if applicable to the specific site assignment:**

Prepares recap form and deposit slip to be sent to food services coordinator with cafeteria money.

Credits all daily payments for meals to Point of Sale accounts: students and adults.

Performs clerical duties as needed during school secretary's lunch break.

Reviews applications for free/reduced price meals and process. Forwards original applications to Food Service Clerk for 2<sup>nd</sup> review.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience. Experience in a school or institutional setting is highly desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Typing Certificate - 25 W.P.M. Net

**OTHER SKILLS AND ABILITIES:** Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate/loud.

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CAFETERIA OFFICE CLERK