

**Oroville City Elementary School District
Job Description**

JOB TITLE: FOOD SERVICE CLERK

SALARY LEVEL:	28	DIVISION:	Classified
DEPARTMENT:	Food Service	LOCATION	District Office
REPORTS TO:	Coordinator of Food Services		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	November 24, 1998
		REVISED	April 28, 1999
		REVISED	September 26, 2001
		REVISED	January 14, 2015

SUMMARY: The food service clerk processes daily notices, mail, and general communications; types business, curriculum, or personnel related letters; handles photocopying duties; acts as the site level record keeper; and is proficient in the use of computer word processing and spreadsheet programs.

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

Does typing or word processing of memos, letters and general office communications.

Checks all communications for completeness and accuracy of grammar and spelling.

Serves as a contact person to the school community, and other visitors.

Assists department supervisor when appropriate, in completing office related tasks.

Handles phone communications as position requires. Receives, delivers, and refers messages to appropriate personnel or department supervisor as necessary.

Communicates with students' families, community agencies and other district employees regarding a variety of school related issues.

Makes copies of correspondence or other printed matter.

Maintains the cash receipts and income ledger journal for the food service department. Enter daily deposits into ledger spread sheet.

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ESSENTIAL DUTIES AND RESPONSIBILITIES - CONTINUED

Assists in making deposits to bank.

Counts money for food service department and prepares for deposits.

Maintains fixed asset inventory for food service department.

Maintains records relating to Direct Certification.

Does necessary correspondence and maintains records relating to returned checks.

Does annual verification of applications.

Prepares the regular school lunch menu and the menu worksheets for all menus.

Checks milk, produce and bread delivery tags against bills for accuracy.

Updates district web site with new menus and any other information.

Files all mail in a timely manner.

Enters lunch applications into POS Manager Program and prints and sends out eligibility letters.

Enters meal counts from production records from Provision 2 sites into POS Manager.

Checks student balances at all sites. Sends out monthly account balance letters to households and may follow up with phone calls.

Helps fill positions when staff is absent and tracks in AESOP

Types up monthly menus; prints, copies, and sends them out to school sites.

Organizes Meal Accommodation Forms and files by site; communicates with kitchen staff to ensure that they have the updated forms.

Works on verification of meal applications. Sends out letters asking households for proof of income to match what is stated on the student's meal application.

Works on data entry for CDE.

Performs related duties, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must

QUALIFICATION REQUIREMENTS – CONTINUED

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 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.

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 - 45 W.P.M. Net

Computer Skills in Microsoft Windows, including Word, basic Excel or comparable software programs. Knowledge of electronic mail functions.

Ten Key Test

Board Policy 4115.4 - Drug screening will be required of successful applicants

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner. 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.

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 and reach with hands and arms. The employee

PHYSICAL DEMANDS - CONTINUED

frequently is required to sit. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 usually moderate. Due to the busy nature of a school or district office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

PCC:slr

FOOD SERVICE CLERK