

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	3	1

JOB TITLE

Food Service Clerk School Support

CONTRACT REFERENCE

Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR

Food Service Director

VERSION DATE

June 2011

JOB SUMMARY

Assists in the processing of food service reimbursement claims and free/ reduced applications, as well as tracking commodities. Other clerical duties as needed.

TASK NO.

FREQUENCY

BAND/GRADE

The essential functions of this job include, but are not limited to, the following fundamental job duties:

1.	Processes payments & daily adjustments into students' lunch accounts. Creates a daily deposit for Food Service account.	42%	A1
2.	Monitor student's lunch account balances & send notifications home to alert parents to negative account balance. Responds to parent initiated phone calls requesting account balances, account printouts, deposit verification.	41%	A1
3.	Monitors free/reduced status of students sending application for educational benefits home when necessary.	5%	A1
4.	Monitors bad check status for student accounts & daily spending limits.	1%	A1
5.	Communicates with Food Service Director/Food Service Director Secretary on student accounts with negative balances & rectify.	5%	A1
6.	Sets up/takes down Food Service Program daily. Separates & distributes reports.	1%	A1
7.	Sets up new student accounts with identifying PIN number.	1%	A1
8.	Sets up accounts at beginning of the school year for students newly enrolled, processes payments, monitors accounts. August & September approximately 5 days @ 6.5 hrs each day	4%	A1

QUALIFICATIONS (Specific training or job experience required before appointment)

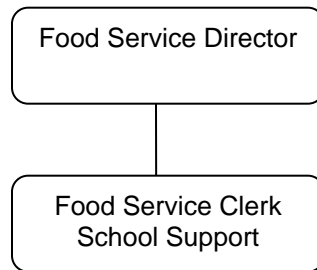
1. High School diploma
2. Ability to perform clerical duties such as typing, filing, copying, maintaining routine records, and answering phones. Knowledge of modern office practices, procedures.
3. Knowledge of computer software and Microsoft Word and Excel.
4. Ability to apply correct English usage and grammar. Ability to perform basic mathematical functions.
5. Must have excellent customer service skills and ability to communicate effectively both orally and in writing with employees and people outside the organization.
6. Ability to establish and maintain cooperative and effective working relationships with others.

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Food Service Clerk School Support

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CONTRACT REFERENCEClerical, Library, Health, and Computer Assistants

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL REQUIREMENTS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.