

Child Nutrition - Lunch Clerk

Purpose Statement

The job of Child Nutrition - Lunch Clerk is done for the purpose/s of collecting funds for daily meal transactions; balancing accounts and depositing funds utilizing established accounting practices; write up menus for all the lines, help in the serving of meals, assist in the cleaning of the area including laundry, and decorating the food service area.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Child Nutrition - Manager

Essential Functions

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and staff for the purpose of completing transactions and/or securing funds for food selection.
- Deposits money in local bank for the purpose of documenting receipts of cash and checks.
- Distributes free and reduced meal applications for the purpose of enabling eligibility under program guidelines.
- Enhance lunchroom environment with seasonal decorations for the purpose of creating a pleasant environment.
- Ensures the safety of students with special dietary needs (e.g. special diets, allergic reactions, medically fragile students, etc.) for the purpose of eliminating the possibility of negative reactions in the lunchroom.
- Monitors students' food choices for the purpose of ensuring compliance with established financial and student nutrition guidelines.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Orders food from cooking kitchen for the purpose of maintaining an adequate number of meals within established nutritional guidelines.
- Participates in department meetings, in-service training's, workshops, open houses, registration, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs food service functions, on a limited basis, as assigned by the Child Nutrition Manager for the purpose of supporting cafeteria operations and service delivery.
- Prepares sales transaction documents (e.g. daily cash receipts, record breakfast and lunch counts, bank deposits, etc.) for the purpose of providing written support and/or conveying information.
- Processes various data of food service operations at assigned site (e.g. free and reduced meal status, sales transactions, tray count, milk count, etc.) for the purpose of documenting activities, maintaining accurate account balances and/or conveying information in required daily and monthly reports.
- Reconciles cash and credit receipts to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.

- Recruits student workers for the purpose of providing enough help in the lunchroom area.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals and food items, account balances, etc.
- Stocks food items (e.g. condiments, etc.) for the purpose of maintaining adequate quantities of items on the condiment table.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; handling cash; providing customer service; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; quantity cooking; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; being attentive to detail; maintaining confidentiality; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Food Handlers Permit

Continuing Educ./Training

Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

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