

Eureka Union School District  
Job Description

**NUTRITION SERVICES CLERK**  
*(formerly Cafeteria Clerk)*

**PURPOSE STATEMENT**

Under the direction of the Chief Business Officer, the job of Nutrition Services Clerk is done for the purposes of supporting the administrative and financial aspects of the District's Food Service programs, including support of accounts payable, accounts receivable, and purchasing processes. General responsibilities include Point of Sale (POS) account maintenance, cash reconciliation and deposits, Free/Reduced application processing, meals & supply order reconciliation and processing, and other general clerical support of the program. This position involves frequent liaison with students, parents, site staff, and vendors.

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Assist with reconciling student meal order counts and placing Vended Meals orders through on-line web interface with the vendor
- Assist in requisition and ordering of food, supplies and equipment used with Food Services
- Reconcile and process Vended Meals and other Food Service invoices and purchasing documentation; assist as needed in the accounts payable process; assist in providing access to records during audit
- Assist with implementation, maintenance, and reconciliation of POS system and accounts; assist in follow up with parents and school site staff as needed
- Assist with production of student POS identification cards
- Accept, record, reconcile, and deposit cash from school sites related to Food Service
- Assist with Free/Reduced application process, including distribution, receipt, review, evaluation, and approval of applications; ensure confidentiality of sensitive information
- Assist in responding to inquiries of parents, staff, and public for the purpose of providing information and/or direction regarding the type and cost of meals.
- Assists in ensuring that proper certifications and permits are documented/filed and renewed in a timely manner
- Assist in liaison between Food Service staff and Maintenance & Operations staff with respect to coordinating necessary equipment or facility repairs
- Assist in ensuring proper processes occur for Use of Facility arrangements involving kitchens and use of equipment; provide related supporting documentation for invoicing
- Assist in documenting special food orders from schools or community to support invoicing process
- May assist in the training of Food Service personnel with respect to clerical functions
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities

## **Responsibilities**

Responsibilities include working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the organization.

## **JOB REQUIREMENTS – MINIMUM QUALIFICATIONS**

**KNOWLEDGE AND SKILLS** are required to satisfactorily perform the duties and functions of the job:

- Basic mathematics and accounting skills to be successful at account reconciliations and purchasing/invoicing processes
- Computer and software skills
- Data processing as it relates to financial recordkeeping
- Proper office methods, procedures, and internal controls
- Assemble, organize and analyze data effectively
- Microsoft Office suite products for use in spreadsheets, letter merges, etc.

**ABILITIES** are required to satisfactorily perform the duties and functions of the job:

- Understand and carry out oral and written directions
- Communicate both orally and in writing in a clear and concise manner
- Establish and maintain cooperative and effective working relationships
- Meet schedules and time lines
- Operate a computer & software, cash register, and other general office equipment
- Apply policies and procedures related to the assigned duties and responsibilities of the position
- Work with discretion and in confidence with student information
- Transport of cash may be required
- Learn health and sanitation record-keeping requirements with occasional need to upgrade skills due to changes in the Food Service industry

## **EXPERIENCE**

- Job-related experience in quantity Food Service support and facility maintenance in a commercial, institutional or school Food Service facility is required
- Job-related experience in basic accounting and clerical functions is required

## **EDUCATION**

- High school diploma or equivalent is required
- Training, certification or coursework in nutrition, food safety and sanitation procedures helpful

## **LICENSES, CERTIFICATIONS, BONDING and/or TESTING REQUIRED**

- Successful completion of the District's basic skills test
- Successful completion of employee entrance evaluations and all clearances required to provide service in a public school district in the State of California

**FLSA STATUS: Non-Exempt**

## **WORKING CONDITIONS**

**ENVIRONMENT:**

This position is generally limited to an indoor office environment; may require some transportation between sites

**PHYSICAL ABILITIES:**

Position requires normal physical strength and endurance for standing, sitting, bending or walking needed to perform clerical duties. Typically requires light physical effort and work.

- Lift, push and/or pull items maximum of 25 lbs.
- Physical agility to lift and carry up to 15 pounds at waist height
- Hear and speak to exchange information in person, on the telephone.
- See to read a variety of materials and successfully operate computer and office equipment

*Revised 06/25/2013*