



**NUTRITION SERVICES
LEAD CLERK**

**Job Code: 045NLC
Bargaining Unit: 01
Effective Date: 1/28/2004**

Description of Work

General Statement of Duties

Performs highly skilled clerical and routine administrative work to support the Nutrition Services Department including coordination of day-to-day functioning of clerical processes and staff; performing research and special projects; developing nutrition services data bases and data reporting; and performs related duties as requires.

Supervision Received

Works under the general supervision of a department director.

Supervision Exercised

Provides work direction to other Nutrition Services clerical staff.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Coordinates special projects and the day-to-day clerical functions of the Nutrition Services Department; ensures that reporting and clerical processes are started in time to meet established deadlines.

Provides lead clerical support for the Nutrition Services department; responds to general inquiries relating to department operations, policies and procedures.

Coordinates the flow of information between the Human Resource Department and Nutrition Services; ensures that the documentation required by both departments is received and recorded.

Responds to inquiries from employees and/or prospective employees, in person or by telephone or mail; provides them with information relating to nutrition services policies and procedures and a variety of human resources related topics, including leaves of absence, Workers' Compensation, hiring, change of status, and benefits; assists them with resolving problems as appropriate.

Creates and maintains data bases required for numerous Nutrition Services functions; generates customized reports.

Maintains the nutrition services employee records database; utilizes these records to coordinate personnel activities (i.e., the performance review process), provides information to nutrition services sites and develop employee reports as necessary.

Reviews nutrition services employee time sheets to verify completeness and accuracy.

Completes employee status changes and requisitions for vacancies on-line; ensures that the necessary paperwork is completed at the time of the interview.

NUTRITION SERVICES LEAD CLERK

Typical Duties Performed (continued)

Develops the annual OSHA report for Nutrition Services for submission to administration; completes First Report of Injury forms and maintains related records in order to facilitate the processing and closing of Workers' Compensation claims.

Coordinates the monthly menu process. Ensures that all components of the menu are received in a timely manner; develops the menu so that it is attractive and accurate.

Coordinates revisions of the Nutrition Services Policy & Procedure Manual. Ensures that the appropriate information has been received from nutrition services staff; word processes and proofreads information; submits the approved manuals for printing; coordinates the distribution of manuals as appropriate.

Drafts a variety of correspondence for director's signature, including disciplinary and suspension letters and other highly confidential documentation; word processes and distributes a variety of complex and/or confidential information for Nutrition Services administration, including correspondence, forms, and layouts.

Performs special projects for Nutrition Services administration as requested (e.g., works with consultants to coordinate seminars); performs research on subjects assigned.

Schedules training sessions; obtains permits; ensures that the room is set-up as requested and appropriate equipment is available; orders refreshments; records training hours for employees receiving payment for taking classes.

Participates in planning for the summer school session; reviews past materials for possible changes; recommends meeting dates; ensures that the necessary information about the current year is submitted to the summer food program sites, to the Communications Office for publication and to Distribution for planning routes.

Updates the Food and Nutrition Services Application on-line for the School Nutrition Program and Summer School.

Demonstrates the use of various types of software to other staff and assists them with developing documents and/or databases. Provides assistance to clerical staff on the use of office equipment (e.g., computers, printers, fax machine, etc.) and use of the e-mail system.

Provides work direction to lower level employees including prioritizing, assigning, reviewing and approving work; trains employees and maintains records of vacation and sick time.

Interviews prospective clerical employees; develops interview questions; recommends applicants for hire to administration.

Maintains hard copies of personnel records, other central files and the Nutrition Services Director's files while keeping an updated database of the contents.

Contact vendors as necessary for repairs.

NUTRITION SERVICES LEAD CLERK

Knowledge, Skills, and Abilities

Considerable knowledge of modern office procedures, practices and policies, including a specialized phase of clerical work.

Considerable knowledge of microcomputer software, such as word processing, filemaker pro, power point and quark.

Considerable knowledge of department functions, policies, procedures and practices.

Working knowledge of district policies and procedures.

Working Knowledge of the various Nutrition Services bargaining unit contracts and Civil Service Rules.

Working knowledge of the laws governing data privacy.

Some knowledge of computer-based human resources information systems.

Some knowledge of the theory and principles of data management.

Some knowledge of basic accounting principles.

Considerable skill in entering data accurately on microcomputer databases.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with the public, administration and co-workers.

Considerable ability to prioritize, plan, organize and coordinate assignments.

Considerable ability to maintain records and generate computerized reports.

Considerable ability to follow very complex oral and written instructions.

Considerable ability to be flexible in responding to a variety of work-related interruptions.

Considerable ability to work independently without close supervision.

Working ability to perform research and make recommendations based upon the information gathered.

Minimum Qualifications

High school graduation and six years of progressively responsible clerical experience, at least two years of which must have been as a Clerk-Typist 3 or equivalent, and at least one of which must have involved the coordination of clerical work activities for a department, developing and maintain complex database records and utilizing software to generate reports.