



## NUTRITION PROGRAM CLERK

Job Code: 686ABE  
Bargaining Unit: 01  
Effective Date: 4/22/2003

### Description of Work

#### General Statement of Duties

Performs skilled clerical work in the Food Service Department responding to inquiries relating to the regulations and guidelines for nutrition programs and processing the required paperwork; serving as contact for the school cafeterias relating to cafeteria operations; coordinating the preparation of food service-related manuals; and performs related duties as required.

#### Supervision Received

Works under the general supervision of the Food Service Manager.

#### Supervision Exercised

May provide work direction for lower level clerical staff.

### Typical Duties Performed

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

Serves as district contact relating to the Child and Adult Care Food Program (CACFP) to internal and external clients and the state agency responsible for the program; explains program requirements and how to complete the necessary paperwork; ensures that CACFP sites have all the necessary application and paperwork completed in order to receive food; follows-up as necessary; reviews applications to ensure that CACFP guidelines are met; prepares the district's state application for receiving state CACFP funding; reviews program data and makes recommendations to administration for improving the process or correcting problems relating to food production (i.e., ensuring the CACFP sites are ordering the correct amount and type of food according to state guidelines).

Serves as main clerical support contact relating to school cafeteria operations; responds to questions by researching information or refers to department manager; follows-up with food service staff to ensure that decisions made by the department manager are carried out.

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### **Typical Duties Performed (continued)**

Coordinates the revision of food service manuals, including the CACFP manual, the food service computer manual, food preparation guidelines and other nutritional information, marketing and operating manuals for cafeterias; ensures that the appropriate information has been received from food service staff; word processes and proofreads information; submits the approved manuals for printing; coordinates the distribution of manuals as appropriate.

Troubleshoots problems with the automated inventory system; ensures that modifications to the system are set-up properly; reviews screens to audit the work of other food service staff and assists them in resolving data entry or other procedural problems; communicates with technical support staff at software vendors as necessary to resolve problems.

Coordinates support of the food service network system by interpreting computer warnings and contacting the consultant as necessary; works with the consultant to resolve the problem.

Provides routine technical support to the department; demonstrates the use of various types of software to other staff and assists them with developing documents, spreadsheets and/or databases; ensures that staff have the appropriate software installed; processes the appropriate licenses for software; 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.

Coordinates the submission of, and monitors the information about, food service provided on the district web page; prepares graphics and documents to be submitted; makes recommendations on content.

Coordinates the processing and distribution of marketing materials; designs materials using a variety of software packages, designs signs.

Word processes and distributes a variety of complex information for Food Service administration, including correspondence, forms, marketing materials; provide back-up clerical support for the department director; drafts correspondence for supervisor's signature.

Requisitions office supplies; researches vendor information for best price, selection and service; makes recommendations for products and equipment to be purchased; audits invoices for purchases received; contact vendors as necessary (e.g., when repairs or returns are necessary).

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### **Typical Duties Performed (continued)**

Performs special projects for Food Service administration as requested (e.g., working with consultant relating to evaluating workspaces for ergonomic correctness).

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; processes these payments when appropriate.

Coordinates mass mailings; processes complex mail merges (e.g., the district student database and the state database).

### **Knowledge, Skills and Abilities**

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of grammar, spelling and punctuation.

Considerable knowledge of computer software applications and the operation of office equipment.

Working knowledge of food service department operations, policies, practices and procedures.

Considerable skill in work processing and/or typing with speed and accuracy.

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

Considerable ability to interact effectively with employees within the department, other district staff, outside agencies and/or parents representing diverse cultural and ethnic backgrounds.

Considerable ability to work with detailed information accurately.

Considerable ability to follow complex oral and written instructions.

### **Minimum Qualifications**

High school graduation and four years of clerical experience, at least two of which must have been as a Clerk-Typist 3 or equivalent, and at least one of which must have been providing clerical support for a large and complex food service operation.