

Eunice Public Schools Job Description

Position: Food Service Clerk

Supervisor: Superintendent or Designee

General Job Description

Under the direction of the Superintendent (and/or) the Food Service Director, the Food Service Clerk will perform a variety of clerical duties (cashiering, bookkeeping, records, review applications, and operate a computer.)

Qualifications

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. Ability to effectively communicate orally and in writing.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Follows oral and written direction.
2. Follow district policies and administrative rules and regulations.
3. Maintain confidentiality.
4. Types and reproduces forms and additional information as needed.
5. Conducts financial transactions for meal payments including the handling of cash, check, or on-line payments.
6. Records cash receipts and deposits.
7. Interacts with parents and school staff regarding questions, complaints and problems.
8. Work cooperatively with colleagues, supervisors, and administrators.
9. Provide assistance to parents and students as necessary.
10. Maintains records of free, reduced, and cash students.
11. Maintains all related records on daily sales for submission to the Food Service Department.

12. Reviews applications for Free & Reduced meals for completeness (Signature, Social Security Number, etc.) prior to submission to the Administration Office for approval.
13. Operates the computer and runs daily reports as required.
14. Reconciles daily sales, prepares deposit and sends to the Food Service Department daily.
15. Keeps a current record of Free and Reduced transfers and student withdrawals from the District and send daily to the Food Service Department.
16. Keeps and maintains a log of current applications received and sent to the Food Service Department.
17. Completes other tasks as deemed appropriate by the immediate supervisor and/or Superintendent.

Working Conditions

Food Service Facility Environment; subject to heat, cold, lifting, pushing, pulling, standing for long periods of time; ability to lift up to 25 pounds.