

Farmersville Unified School District

JOB TITLE: FOOD SERVICE CLERK

JOB DESCRIPTION

Description:

Under the general supervision of the Director of Food Services, will perform a variety of clerical and cashier duties involving reconciling and maintaining cafeteria accounts and records using the Student Nutritional Accountability Program (SNAP). Will serve students from the food cart or snack bar window and keep inventory of the items sold. Will be responsible for maintaining the integrity of the SNAP database, including inputting prepayments, responding to inquiries about account balances, correcting errors, running reports and inputting applications for Free and Reduced Lunches. Completes monthly state and Federal claims, update SNAP Systems at other sites, runs State and Federal required monthly and yearly reports, runs all year end reports for all systems, enters data into the Nutri Kids System and maintains the database, may be required to assist in food preparation.

Examples of Essential Duties:

- Stock food cart and/or snack bar and speed lines; take inventory of all items.
- Serve students in a timely manner.
- Operate computerized point of sale (pos) system, calculator and other office machines.
- Enter prepayments into the SNAP system and reconcile monies collected by the finance office on a daily basis.
- Enter all daily transactions at the point of service using the computerized POS system.
- Maintain current individual student accounts for meal service.
- Maintain record of cash as it is received by the finance office by posting, computing and comparing with daily sales data.
- Generate daily sales and meal count reports, student reports and other reports as needed.
- Update and maintain student and adult database; setup new accounts and generate new bar codes as needed.
- Data enter information pertaining to meal applications; generate letters to parents regarding eligibility status and balances.
- Assist in calculating and sending off monthly state and federal claims for reimbursement.
- Perform other related duties as assigned.
- Assists in overall supervision of operations in absence of food services director.

Qualifications:

Personal Characteristics

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgement and ability to work cooperatively with others.

Knowledge of:

Basic mathematics; general clerical and accounting procedures using standard office equipment: including calculator and computer; knowledge and proficiency in operating a POS system and related software.

Ability to:

Make arithmetical computations rapidly and accurately; do repetitious work accurately; work under pressure during rush hours; understand and follow oral, and written directions in an efficient manner; use patience, tact and courtesy in dealing with students and adults; meet requirements for bonding and be insurable by district's liability insurance carrier at all times while employed. Be able to type a minimum of 45 words per minute.

Experience

At least six months experience as a cashier, bookkeeper or clerk preferably dealing with the public and/or students. Experience with computers and POS systems and software.

Education

High school diploma or equivalent including courses in bookkeeping, business machine operations, business arithmetic or related areas.

Physical Abilities/Environment

Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Good hand-eye coordination and possess dexterity of hands, fingers, arms to count money and operate machines. Ability to stand for extended periods of time, sit occasionally, bend and twist, lift and carry up to 50 pounds for medium length distances and reach in all directions. Adequate sight or corrected vision for the purposes of viewing cash, reading printed matter and operating machines. Hear and speak at normal levels to communicate with others in a cafeteria, office environment and outdoor environment.

Other Requirements:

Applicants selected for employment will be required to submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License and pass a District administered test.

Approved by Board: March 7, 2006
CSEA Approved: September 8, 1998

REVISED: July 3, 2008
CSEA Approved: June 6, 2008
Board Approved: July 15, 2008