

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Nutrition Meal Clerk (O85)	Job Family: 9
Department: All Schools	Lane Placement: 2
Supervisor's Title: Principal and Nutrition Manager	Contract: Hourly
FLSA Classification: <u>Non-exempt</u>	Hours: 17 hours/week
Original date: <u>12/98</u> Revised: <u>10/10</u> Revised: <u>12/14</u> Revised: <u>10/21</u>	

GENERAL FUNCTION

Under the supervision of principal and nutrition manager, the **Nutrition Meal Clerk** records, balances and deposits lunch money coming into the school. Incumbent monitors point of service for accuracy to ensure students are charged properly, prepares daily, weekly, and monthly reports. Keeps accurate records of free and reduced meals. Incumbent researches and resolves account problems with parents (e.g. lost checks, returned checks, and delinquent accounts) and sends account information to parents when requested.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Set up accounts on computer for students and faculty.
- Process "Free and Reduced" meal applications.
- Update student meal accounts including benefit eligibility and new students.
- Research and resolve account errors.
- Run delinquent account notices once a week for meal accounts. Notify parents about credits or delinquent accounts monthly. Collect or refund money. Send account information to parents when requested.
- Reconcile meal counts with tray counts.
- Count money, record payment to proper account, prepare bank deposits and deliver deposit to main office. Handle cash following proper accounting procedures.
- Prepare daily and monthly meal reports.
- Monitor trays to ensure compliance with Federal guidelines (e.g. ensure tray has correct components for reimbursable meal).
- Assist nutrition manager in supervising student workers.
- Assist nutrition manager in processing paper work for lunch program.
- Train substitute cashiers if needed.
- May fill milk coolers and assist manager with other requirements.
- The employee must wear attire that is clean, professional and compliments the work environment including non-slip shoes.
- Complete all department required training and follow department safety guidelines.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations

Minimum Job Qualifications:

- High School diploma, GED or equivalent preferred.
- Must acquire and maintain a current Food Handlers permit.
- Requires no previous work experience.
- Requires references demonstrating dependability and integrity.
- Requires skills in ten-key and computer data entry.
- Requires ability to work quickly and accurately to meet daily deadlines.
- Must demonstrate competence in reading, writing and must be proficient in mathematics (e.g., counting, addition, subtraction, multiplication, division).
- Incumbent must be attentive to detail and accuracy and have ability to work with proficiency in solving problems with numbers.
- Requires ability to work well with students, parents, kitchen staff, school staff, and District office personnel.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Computer, calculator and cash register.
- Cleaning supplies and chemicals as needed.

Physical Requirements – Not limited to the following:

- Requires occasional lifting from floor to waist up to 35 pounds; lifting awkward items up to 35 pounds; and carrying up to 40 pounds.
- Requires constant standing and/or walking. Requires occasional sustained bending and reaching. Requires occasional squatting, kneeling or half-kneeling.
- Requires occasional balancing while walking on slick or wet surfaces.
- Requires constant talking and hearing, including oral communication with students, coworkers and manager.
- Requires frequent Near Visual Acuity to count money or view computer monitor.
- Requires dexterity to constantly use keyboard and 10-key.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.