POSITION DESCRIPTION

TITLE: Child Nutrition Services Clerk
LOCATION: Administrative Service Center
REPORTS TO: Child Nutrition Manager
DEPARTMENT: Business and Support Services

SUMMARY STATEMENT:
The Child Nutrition Clerk is responsible for duties which require knowledge of guidelines, policies, and procedures associated with the district sponsored Federal Nutrition Programs having significant implications with District Food Services.

ESSENTIAL FUNCTIONS:
1. Process time sensitive free/reduced meal applications with highest possible accuracy.
2. Work closely with the public in person, by telephone, and written correspondence via email and letter.
3. Receive and efficiently handle continuous interruptions of phone calls, emails, and public visitors.
4. Stay current, comply, and communicate enforcement of complex USDA Nutrition programs and OSPI governance.
5. Strong ethical and secure handling of confidential child and family information as well as disclosure rules in accordance with the National School Lunch Act.
6. Customer support of nutrition services issues and inquiries for all internal district staff and student families, including, but not limited to food service account funds, free/reduced meal applications, and parent concerns.
7. Apply effective reasoning skills to know when to reasonably escalate communication.
8. Independently investigate and resolve food service payer account payments, adjustments, refunds, fines, returned checks, and negative balances.
9. Maintain system data and record integrity for local, state, and federal agency compliance.
10. Perform school food service, student store, vending, and fund-raising audits for verification of compliance with federal nutrition regulations.
11. Build positive services minded relations with Parents/Guardians, School Secretaries, and Cafeteria Staff.
12. Travel from location to location to perform tasks.
13. Attentively comply with various State and Federal Nutrition Program due dates and manage priorities of workload accordingly.
15. Maintain food service records including meal roster, attendance, and application that are required of various nutrition programs.

OTHER RESPONSIBILITIES:
1. During peak months and as needed, must be willing to work up to 8 hours per day.
2. Perform other duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Mental Demands Required:

Reading (66-100%)  Reasoning (66-100%)  Math (66-100%)
Verbal Communication (66-100%)  Constant Interruptions (66-100%)  Written Communication (66-100%)
Detailed Work (66-100%)  Confidentiality (66-100%)  Customer Contact (66-100%)
Multiple Concurrent Tasks (66-100%)  Problem Solving (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

Tools and Equipment Necessary:
PC, 10-key calculator, telephone, scanner, printer, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

Minimum Qualifications:

1. Light typing/keyboarding of 35-50 wpm.
2. Demonstrated ability to operate the calculator.
3. A minimum of two years in a related field, or equivalent training.
4. Experience with various Federal Nutrition programs in schools preferred.
5. Knowledge of WESPaC, Skyward, and other OSPI applications preferred.
6. Demonstrated ability to perform on the computer, including heavy data entry, using a Windows environment and related Microsoft software applications.
7. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
8. Demonstrated ability to communicate effectively verbally and in writing, using proper grammar, spelling, and punctuation.
9. Demonstrated organizational skills and commitment to follow through.
10. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
11. Demonstrated ability to handle multiple priorities at one time with continuous interruptions in a positive and organized manner.
12. Demonstrated ability to problem-solve.
13. Demonstrated ability to communicate effectively.
14. Demonstrated ability to maintain confidentiality of sensitive information.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
16. Have a valid driver’s license and vehicle for use each day.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________  Date: ________________

District: ____________________________  Date: ________________
Child Nutrition Services Clerk (new)