

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Food & Nutrition Clerk

Wage/hour status: Nonexempt

Reports to: Assistant Director of Food & Nutrition

Clerical/Tech Pay Grade: 5 (226 Days)

Dept./School: Food & Nutrition

Date Revised: 08/28/2020

Primary Purpose:

Receive phone calls and visitors and provide clerical assistance to the Child Nutrition Department. Assist with free and reduced application screening. Responsible for processing paperwork to hire substitutes, requisitioning goods from the warehouse, assist with accounts payable, backup for human resources paperwork. Monitor employee training documents.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Keyboarding Computer literate Word, Excel
Strong communication skills

Experience:

Previous office experience is preferred
District experience preferred

MAJOR RESPONSIBILITIES

Receptionist for Food & Nutrition Services

1. Receive and direct incoming calls, take reliable messages and route appropriately.
2. Greet and direct/assist parents, vendors, administrators, and other visitors.
3. Notify office staff members when appointments have arrived.
4. Maintain log of package/delivery receipts.
5. Receive food samples and ensure proper storage.
6. Secure door locks at end of day.

Assist with Free and Reduced Application Processing

7. Answer questions for parents and Managers.

8. Assist F & R applicants and screen applications for completeness.
9. Call households to get further information on incomplete applications.
10. Other clerical duties as directed by Assistant Director for Food & Nutrition.

Clerical and Other Miscellaneous Duties

11. Sort and distribute mail and incoming faxes.
12. Publish weekly departmental newsletter.
13. Receive and sort weekly manager folders.
14. Faxing / Scanning
15. Making copies
16. Assembling mail outs.
17. Assist with tabulation of taste testing results.

Office Supplies/Paper Goods

18. Requisition and distribute all office supplies to cafeterias.
19. Distribute in-house kitchen supplies to schools.
20. Requisition weekly warehouse orders for paper goods.
21. Monitor supplies in office and order as needed.

Additional Responsibilities

22. Backup accounts payable for food accounts
23. Backup campus personnel when needed
24. Backup assigned personnel management transactions
25. Has regular in person attendance and complies with notification procedures for absences.
26. Other tasks as assigned

WORKING CONDITIONS

- Must be able to maintain emotional control under stress
- Must be able to sit for long periods of time
- Prolonged use of computer
- Work with frequent interruptions
- Must have corrected 20/20 vision, good depth perception, and the ability to distinguish between colors

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.