



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	CLERK EQUIPMENT/FOOD SAFETY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, through knowledge of the laws and regulations controlling Federal school meal programs and with Nutrition Services' departmental functions, policies and practices. Assists with the purchase of equipment, goods and services for the department complying with model procurement and Federal procurement laws. Provides customer service and guidance to school staff and vendors regarding information related to equipment procurement and food safety.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks analyzes, and classifies materials and makes accurate and complete postings to complex departmental records

Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

Maintains, tracks data and prepares complex reports and analysis.

Sets up and copies standard and complex tabulations

Establishes and maintains files and filing systems in accordance with departmental policies and procedures

Performs clerical duties in the preparation and maintenance of purchase orders

Assists with the purchase and distribution of equipment, supplies and services for the department complying with Model and Federal procurement laws

Acts as receptionist or as a backup for such a position

Maintains department equipment inventory data base

Successfully software and operates computers, printers and other equipment as required

Maintains monthly expense ledger relevant to equipment and food safety purchases and provides monthly and annual report to supervisor

Conducts limited research of records for information relating to job function and creates customized or specialized data sets or reports to meet department needs

Answers phone calls and responds to emails with accurate information based on District policy, state or federal guidelines

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Previous successful experience in office and clerical duties
Experience with computer, word processing/file management functions, and complex spreadsheets and data sets
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work in a team situation
Experience with Munis
Efficient time management
Training or education in business practices and skills
Experience in diverse workplace