



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

JOB TITLE:	CLERK HUMAN CAPITAL 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

Provides a pleasant and welcoming Nutrition Service onboarding experience for new employees and substitutes. Works under the supervision of the Assistant Director SCNS and Coordinator of Human Capital to provide District and department required training for new hires. Assists substitute staff in filling daily employee vacancies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with District Human Resource department to promote and hire Nutrition Services substitutes

Corresponds with site-based staff and new hires to answer personnel questions relative to Federal school meal programs and staffing

Prepares and provides new employee training materials and forms

Conducts new employee training for the department and provides completed forms for employee set up in Nutrition Services' software

Facilitates substitute placement for department programs

Maintains substitute placement software data bases and provides summary reports on substitute placement to supervisor

Records and files annual site-based Federal compliance review forms and department evaluations for site-based staff

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

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

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

Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material

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 20 lbs., pulling up to 20 lbs., pushing up to 20 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
Two (2) years successful experience in clerical functions
Experience with computer, transcription, and word processing/file management functions
Effective communication skills

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