



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

JOB TITLE:	CLERK PRODUCTION NUTRITION SERVICE CENTER
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 clerical support for all phases of Nutrition Service Center (NSC) production and manufacturing. Assists in central kitchen inventory management, food safety monitoring, and supplies ordering. Contacts approved vendors as needed to deal with issues regarding inventory, services, and supplies for production and manufacturing.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to external and internal customers using various District and department software

Answers phone calls and responds to emails with accurate information related to products, orders and inventory

Produces, tracks, maintains and issues accurate inventory information for production in departmental software

Processes orders and resolves related issues as needed, by the designated deadline

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

Audits and proofs reports for accuracy and creates monthly reports, summaries and recaps

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

Previous successful experience in office and clerical duties

Proficient in word processing other general office procedures

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Ability to work in a team situation

Efficient time management
Experience in diverse workplace