



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

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

SCOPE OF RESPONSIBILITIES

Assumes responsibility for processing, routing, and cross-checking Nutrition Service Center warehouse orders for all site-based food, supplies and equipment. Maintains a high degree of accuracy and timeliness in inventory matters utilizing District and departmental inventory management software. Provides specialized inventory and production software support.

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

Issues inventory in Nutrition Services inventory management software and posts to Munis to ensure general fund reimbursement; maintains high degree of accuracy and timeliness

Expedites order and resolves related issues as needed

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

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

Conducts limited research of records for information relating to job function

Performs health services, if needed, for which training will be provided

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 and other general office procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work in a team situation

Efficient time management

Knowledge of computerized inventory control systems

Experience in diverse workplace
