



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

JOB TITLE:	CLERK NUTRITION SERVICES MEAL PROMOTION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Utilizes graphics/design computer software to communicate USDA requirements for promotion of school meal programs through the design of a wide variety of documents produced under tight deadlines; consults and works closely with supervisor to determine design and printing needs that follow USDA and State nutrition guidelines; produces accurate, high-quality documents; responsible for ordering and sending all promotional materials, mandatory signage, and other items for serving lines out to all JCPS kitchens. Assumes responsibility for maintaining current and accurate information about nutrition services on the District website, in consultation with supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes the computer and graphics software packages to create visually pleasing designs for various documents

Communicates with supervisor regarding jobs to ensure satisfaction, accuracy of designs, and guidelines are met for school nutrition

Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques

Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions

Consults with supervisor regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Ensures that jobs are finished accurately and on time, coordinating work with supervisor

Communicates and assists in writing printing specifications, collecting estimates, and coordinating the printing of jobs that will be procured with Materials Production or outside vendors as needed

Researches all promotional materials, mandatory signage options, and décor for purchase

Orders and enters requisitions in MUNIS for all merchandise and promotional items for Nutrition Initiatives and conducts receiving of goods in MUNIS and ensures Accounts Payable have what they need to process payment

Maintains monthly budget reports and provides them to supervisor

Collates, packs, and ships all promotional materials, signage, and décor to all kitchens

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

Provides assistance to site coordinators as needed and requested

Ensures information in SCNS section of District website is current and accurate

Completes all district trainings and other compliance requirements as assigned and 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
A high school diploma/GED with 2 years of experience in graphics design or Associate degree or certificate in graphic design
Effective communication skills

DESIRABLE QUALIFICATIONS
Previous experience with and knowledge of USDA Meal Programs
Working knowledge of design principles
Experience in a diverse workplace