



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

JOB TITLE:	CLERK NUTRITION SERVICES RECORDS AND REPORTS
DIVISION	OPERATIONS
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 Nutrition Services' departmental functions, policies and practices. Provides customer service and guidance to households and school staff regarding information related to school meal programs, reports, and student accounts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks analyzes, and classifies materials and makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

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

Maintains year to year FY expenses by GL code for all expenses. Conducts limited research of records for information relating to job function

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

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

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

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.
Two (2) years of manipulating Large datasets using Excel, Access, or other program (s)
Two (2) years of experience in secretarial-related experience in an office environment with excellent knowledge of general office procedures
Effective communications skills

DESIRABLE QUALIFICATIONS
Experience in K-12 food service
Associate degree in business, finance, or hospitality
Effective time management
Experience in a diverse workplace