



Canutillo Independent School District

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MEMORANDUM

TO: Personnel/Policy/Instruction/Student Services Committee Members
FROM: Martha Carrasco, Executive Director HR *Martha Carrasco*
DATE: August 14, 2013
RE: **Job Descriptions**

Attached for review, and discussion are the following two job descriptions:

- **Food Service Helper** – During the budget process the Board of Trustees approved seven positions listed as “Lunchroom Monitors”. The approximate amount allocated for these seven positions was \$49,000. The additional information provided to the Board during the budget process was that these positions were to assist campus administration with lunch duty. The information being discussed now is to clarify the change in job title and duties before moving forward with the job posting.
- **Purchasing Clerk** – During the budget process the Board of Trustees approved one purchasing clerk position for the Financial Services Division. This position was to be placed in the Administrative Support pay scale, pay grade 4. The amount allocated in the budget process for this position was approximately \$30,000. However, Ms. Martha Aguirre has made some revisions to the job description and is recommending that this position be upgraded to a pay grade 6 due to the level of responsibilities. The job description was evaluated by TASB on August 13th and they are recommending this position be placed at a pay grade 5. If the upgrade at a pay grade 5, is approved, the amount allocated to this position would be approximately \$32,560 (using midpoint figures to estimate).

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**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

DRAFT

Job Title: Food Service Helper/Part-time
Paid By Federal/State Funds

Wage/Hour Status: Nonexempt

Reports to: Food Service Manager

Pay Grade: Manual Trades 1

Dept. /School: Food Service Department

Date Revised: August 13, 2013

Primary Purpose:

Responsible for dining room meal process; encouraging participation and promoting meal services to students, ensures cleanliness of dining room tables and safety practices. The food service dining room helper reports to the food service manager.

Qualifications:

Education/Certification:

High school diploma or GED equivalency
Possess a valid food handler's card

Special Knowledge/Skills:

Ability to understand food preparation and safety instructions
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic arithmetic operations
Ability to adapt to changes in a positive manner
Respond appropriately to positive problem solving techniques
Must have the ability to understand, read, and speak English

Experience:

Prefer one (1) year experience in school food service

Major Responsibilities and Duties:

Food Preparation and Serving

1. Assist in the preparation of the breakfast and lunch meals and with preparing the serving table for serving. Assure product quality to customers on a daily schedule.
2. Adhere to the work schedule as planned by the manager.
3. Follow the manager's instructions in daily assigned task.
4. Follow standards of safety in preparing storing and serving foods.
5. Supervise storage and handling of food items and supplies. Maintain a clean and organized storage area.

Safety and Sanitation

6. Follow established procedures to meet high standards of cleanliness, health, and safety.
7. Keep garbage collection containers and areas neat and sanitary.
8. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Assisting Students

9. Manage students during breakfast and lunch periods in serving lines, while eating, and during cafeteria dismissal
10. Assist students in securing trays, food, seating, and dismissal
11. Encourage good table manners.

Other

12. Exercise punctuality, dependability, and reliability in the performance of assigned duties.
13. Establish and maintain good rapport with the students, faculty, administrators, and the general public.
14. Assume reasonable assignments in a positive manner.
15. Attend to personal grooming/hygiene consistent with assigned duties and responsibilities.

Job Description
Food Service Lunch Room Part-time Helper

16. Utilize materials, equipment, and time wisely.
17. Insure the security of assigned area of responsibility.
18. Understand verbal and/or written instructions.
19. Assume responsibilities of safe working conditions and exercise safe work habits.
20. Support all district, state, and federal regulations as instructed by the Food Service Director.
21. Attendance at food service meetings, workshops, formal on-the-job training, and continuing education as needed.
22. Perform other duties as assigned.

Supervisory Responsibilities:
None

Equipment Used:
Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, oven, dishwasher, and food and utility cart.

- Working Conditions:**
- Mental Demands/Physical Demands/Environmental Factors:**
1. Requires lifting up to 35 pounds
 2. Working with large quantities of food/non-food supplies
 3. Exposure to hot/cold atmospheres
 4. Exposure to water, chemicals, heat, steam, and grease
 5. Small work areas in some schools, and early morning hours
 6. Immediate cleaning up of spills, etc. required
 7. Use of safety sensitive equipment

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Print Name

I understand that the students or programs that I am assigned to allow me to be paid by federal or state funds. Incumbents of this position must comply with time and effort reporting or periodic certification, as appropriate.

Employee Signature

Date

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HR Review by

Date

Administrative Approval by

Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Purchasing Clerk	Wage/Hour Status:	Non-Exempt
Reports to:	Executive Director of Finance and Purchasing Agent	Pay Grade:	Administrative Support 4
Dept. /School:	Financial Services Division	Date Revised:	August 21, 2013

Primary Purpose:

Under direct supervision will assist in the procurement and purchase of goods, materials, supplies, and equipment. Process and expedite purchase orders and performs other clerical duties in support of the purchasing function. Requires initiative in the receipt of bids or quotations, bid tabulation preparation, review and processing of requisitions, the preparation of bid and purchasing forms, and assist in the costing and ordering of supplies and equipment. Performance of these duties requires knowledge of State, Federal, and District purchasing policies, regulations, and procedures.

Qualifications:

Education/Certification:

High school diploma or GED equivalency
Successful pass rate and demonstrated proficiency on district administered clerical tests

Special Knowledge/Skills:

Knowledge of procedures for purchasing and invoicing supplies and equipment
Demonstrated knowledge of competitive bidding statutes and purchasing requirements for school districts outlined in the Texas Education Code, section 44.031 and the Texas Government Code
Knowledge of general auditing, accounting principles, and TEA Financial Accounting Resource Guide
Ability to perform complex record keeping clerical work independently
Knowledge of computerized accounting systems and management information systems
Ability to use software to develop spreadsheets and databases on a personal computer
Demonstrates ability to communicate effectively with general public, vendors, and district employees, and strong organizational and interpersonal skills
Ability to deal with confidential information; communication content frequently pertaining to public information, managerial and administrative actions; information managed requires the application of appropriate judgment, discretion and adherence to professional code of ethics
Ability to perform basic math skills and work with numbers in an accurate and rapid manner
Proficient 10-key skills
Ability to meet established deadlines

Experience:

Two years experience in a financial clerical setting
Knowledge of purchasing methods, processes & techniques in an educational setting, preferred

Major Responsibilities and Duties:

1. Receive, sort, distribute and record purchase orders; route requisitions to various District personnel as needed.
2. Inform personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing the necessary information for completing transactions.
3. Research discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

4. Assist in the preparation of bidding documents, including notice and instructions to bidders, specifications, and form of proposal from draft materials.
5. Assist in management of the lease, coordination, and placement of the District's fleet of copy machines.
6. Coordinate, contract, and manage the District's temporary personnel requirements as needed.
7. Obtain and study comparative prices and quotations to make purchasing recommendations to the Purchasing Agent based on information obtained.
8. Verify purchase requisitions by comparing items requested to bid lists; clarifying unclear items; recommending alternatives.
9. Maintain vendor and bidder lists and approve additions.
10. Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
11. Maintain district contract and vendor liability insurance files.
12. Assist in the preparation and maintenance of standard purchasing and supply list.
13. May contact vendors and invite quotations and bids as directed by purchasing agent.
14. Work cooperatively with district personnel in reference to purchasing specifications, sources, availability, pricing, shipping, and receiving.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
16. Assist the Purchasing Agent with the preparation of information for annual financial audit.
17. Participate in the training of new employees in regards to the district purchasing policies and regulations.
18. Assist in the area of accounts payable by dealing with payment problems created by the purchasing process, delivery or merchandise problems.
19. Prepare purchasing, budget amendment, and district donation agenda items for Board of Trustees meetings.
20. Maintain the district purchasing calendar and bid files.
21. Prepare or assist in the preparation of management reports pertaining to the monthly purchasing activity.
22. Maintain computerized files using personal computer, including reports, and mailing lists.
23. Maintain confidentiality.
24. Other clerical duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Multi-line phone system, personal computer, calculator, copy machine, fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions.

Ability to work with numbers in an accurate and rapid manner; communicate effectively (verbal and written); ability to meet established deadlines; ability to maintain accurate and auditable records, and operate a personal computer; repetitive hand motions; prolonged use of computer.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Print Name

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Reviewed by

Date

Administrative Approval by

Date