

# Tornillo Independent School District

## Human Resources

## Job Description

<b>Job Title:</b>	Child Nutrition Services Clerk	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Child Nutrition Food Service District Manager	<b>Schedule:</b>	187 Days
<b>Department/School:</b>	Assigned campus	<b>Date Revised:</b>	6/13/2023

### Primary Purpose:

The primary purpose of this position is to provide an overall support for the child and nutrition services department to include clerical, operational, and as well as comprehensive support to the operations of the cafeteria department

### Qualifications:

#### Education/Certification:

High school diploma or equivalent

#### Special Knowledge/Skills:

- Demonstrate minimum proficiency in filing procedures
- Must demonstrate ability in the use of calculator, computer data entry and retrieval;
- Demonstrates ability to effectively communicate with district employees and general public.
- 3 years of experience in cafeteria working environment

### Major Responsibilities and Duties:

1. Perform required office routines and practices.
2. Assists cafeteria duties as needed
3. Operate tool and equipment according to prescribed safety standards
4. Supervise storage and handling of food items and supplies
5. Help record food requisitions and order necessary supplies
6. Promote team work and interaction with fellow staff members
7. Distributes office correspondence
8. Maintains records as required.
9. Places and received telephone calls and records messages.
10. Assists in ordering of office supplies as needed.
11. Enters data in the computer programs as required.
12. Maintains a regular filing system.
13. Creates computerized spread sheets, tables, and reports.
14. Creates flyers, and posters using an appropriate software program
15. Greets all visitors courteously, determines their needs, and directs them to the proper person.
16. Performs any bookkeeping tasks associated with the specific position.
17. Orders and maintains supplies as needed
18. Coordinates and arranges travel for administrator
19. Assists in the preparation of the food service budget
20. Is familiar with, and designs school menus based on USDA guidelines.
21. Develops food production records to ensure that portions meet or exceed USDA basic meal pattern requirements.
22. Coordinates any special projects requiring the services of the child nutrition services department.



23. Takes charge of a food service facility in the absence of the manager when a substitute cannot be obtained
24. Maintains a professional level of confidentiality.
25. Upholds and adheres to safety rules and policies of TISD safety program.
26. Supports the goals and objectives of the school district and follows all district policies.
27. Demonstrates ability to attend work on a regular and routine basis to avoid disruption to district operations.
28. Performs any duties as assigned by the appropriate supervisor.
29. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### Supervisory Responsibilities:

None

### Working Conditions:

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved By: (HR)

Date:

Board Approved Date:

