



EMPLOYEE NAME: _____

Revised: 7/86; 7/89; 10/89; 12/90; 6/92; 7/92; 5/93; 11/94; 5/95;
2/96; 12/97; 12/05; 11/06; 8/08; 10/12, 7/13, 6/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Clerk V, Food & Nutrition Services	JOB CODE: 474D
DIVISION: Business Services	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Director, Food and Nutrition Services; Nutrition and Menus Associate Director; Technology Support Associate Director; Wellness Assistant Director; Regulations Supervisor; Warehouse and Construction Supervisor	PAY GRADE: Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Perform office duties for the Food and Nutrition Services Department; maintain a high quality of work while carrying out routine clerical duties; communicate both verbally and in writing to the public and school personnel; maintain a high level of public relations with public, as well as, central office and school personnel.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, word processing, Excel, and math aptitude

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in preparation of solicitations; assists in ordering food, supplies, and services.
3.	Processes check requests, invoices, credits, rebates, warehouse delivery tickets, travel reimbursement, food orders, purchase orders, product service evaluations, monthly procurement card information, and payroll; obtains data, creates, and maintains spreadsheets, forms, reports, and records.
4.	Answers telephones, addresses callers concerns, and schedules meetings. Opens, screens, and routes correspondence. Composes, types, and distributes letters, memos, reports, and forms. Maintains an efficient filing system for record keeping.
5.	Orders, receives, and maintains supply inventory; manages office equipment and maintains the office.
6.	Completes and provides financial services spreadsheets to request payments and/or rebates for food, services, and supplies received.
7.	Checks inventories from local schools; monitors pack dates for warehouse/local school and produces spreadsheets.
8.	Assists senior buyer and maintenance in assuring awarded vendor pumps grease traps in accordance with Cobb County Water Regulation and contacts pest control to request service.
9.	Prepares for recognition award ceremonies (ribbons, certificates, plaques, etc.) and prepares materials for all training; maintains training records and HR records; schedules Sub-Orientation, training, interviews, etc.
10.	Processes free and reduced meal applications; assists with free and reduced verification process including contacting parents via mail, email, and phone; assists in meeting Direct Certification benchmarks as set forth by Federal and State regulations.

11.	Assists in providing documentation to families on the Free and Reduced Meal Program in cooperation for applying to other programs; assists with monthly reconciliation from managers, ensuring that student statuses match master roster.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____