



LOWELL JOINT SCHOOL DISTRICT

NUTRITION SERVICES CLERK

Classified Salary Schedule
Range 16

JOB SUMMARY:

Under general supervision of the Nutrition Services Director, performs a wide variety of clerical tasks and performs related duties as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Accepts and processes Free and Reduced Meal Applications.
- Answers phones, distributes mail and provides clerical support to the Director of Nutrition Services.
- Checks and reviews a variety of data for completeness and conformance with established regulations and procedures.
- Creates and prepares reports, records, form letters, requisitions, etc., from rough drafts or clear copy as applicable.
- Processes field trips, special diet, and daily lunch orders.
- Provides coverage at school sites in emergencies.
- Assists in scheduling orientation/training for new employees.
- Prepares correspondence in connection with the operation of the nutrition services program.
- Performs related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Modern office practices and procedures, including business correspondence, filing and the operation of various kinds of office equipment
- Office applications used for word processing, spreadsheets, and databases
- Correct English usage, annunciation, spelling, grammar, and vocabulary
- Routine record management, storage, and retrieval systems and office practices and procedures
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Provide information regarding District nutrition programs, procedures, rules, and regulations
- Provide translations or interpretation services for limited and non-English speaking parents
- Understand and communicate with children and adults of different racial and cultural backgrounds
- Communicate clearly and concisely in oral, written, and electronic form
- Be resourceful and work in a self-directed manner
- Work confidentially with discretion and independently with little supervision
- Establish and maintain cooperative and effective working relationships with staff, students and community
- Meet schedules and timelines
- Read, write, speak English
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Perform clerical duties; establish and maintain effective record keeping procedures.
- Lift and/or move items weighing up to 40 pounds.

Education/Training/Experience:

At least three years of progressively responsible clerical experience. Graduation from high school or its equivalent. Ability to pass a typing test at 40 words per minute. Knowledge of health and safety rules and regulations desirable. Fluency in Spanish preferred

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include ability to sit for extended periods of time. Walking, standing, bending, and reaching at below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, contractors, and vendors.

Work Environment:

While performing the duties of this job, the employee regularly works in an office setting.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, 5 days per week, 4 hours per day