

# Zachary Community School Board

## Position Description

**JOB TITLE:** Child Nutrition – Technician III (Clerk)

**REPORTS TO:** Child Nutrition Program Manager

### **SCOPE OF RESPONSIBILITIES:**

Performs duties relative to the preparation of all reports to the state department concerning fiscal matters; must be capable of working in food preparation if requested.

### **PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

- Maintains a complete and systematic set of records of all financial transactions for the Child Nutrition Program at the particular site
- Summarizes and balance entries recorded in individual accounts. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
- Collects, counts, and prepares daily deposits
- Operates computer at meal serving times
- Receives deliveries, prepare and maintain a perpetual inventory on food and supply items
- Completes daily the SFS-6 (Food Production Records) and the SFS-7 (Daily Participation Report) and any other reports, as requested
- Assists in the processing of the Free/Reduced Meal Applications
- Reconciles canceled accounts payable checks with bank statements and verifies bank balance with statements
- Adheres to Board Policies and administrative rules and regulations
- Answers telephone and receive visitors in a courteous and efficient manner
- Works cooperatively and in harmony with Supervisor, Manager, co-workers, and on-site administration
- Maintains confidentiality of school/food service business
- Performs all other duties as assigned by the Child Nutrition Manager  
May assist in the daily production of food

### **WORK ENVIRONMENT/WORK HOURS:**

Individual is required to work in an office setting with a climate-controlled environment subject to School Board energy policy guidelines. The length of the workday consists of hours assigned by the superintendent and could vary as the result of day/evening activities or emergencies. In addition, job responsibilities may require work on weekends or holidays and attendance at meetings other than the location of the work site.

**WORK ENVIRONMENT/WORK HOURS: (con't)**

The Child Nutrition Supervisor shall assign Child Nutrition Employees to positions at a particular school cafeteria. Managers have the ability to shift labor from school to school on a daily basis. Reassignment and/or transfer may be made when, in the judgment of the Supervisor, such reassignment and/or transfer is for the good of the Child Nutrition program.

**COMMUNICATION SKILLS:**

- Must be able to effectively communicate in English both orally, in writing, and must have the ability to read written recipes.
- Must be able to accurately compile and interpret data, summarize information, and provide reports to the appropriate administrator/supervisor.
- Must have the ability to accurately give and receive information via telecommunication system and must be able to communicate successfully with all employees of every level as well as outside agencies.

**EQUIPMENT USED:**

Telephone, computer, 10 key adding machine, audio-visual aids, copy machine, facsimile machine, calculator and any other appropriate business machine and/or office equipment. Various form and types of kitchen equipment.

**PHYSICAL INVOLVEMENT:**

- Standing, sitting, walking, reaching, bending, lifting up to 20 pounds is oftentimes required.
- Must be able to travel to various locations and move freely within work sites.
- Must have sufficient visual acuity to be able to work with computer monitors, read and interpret hand written documents.

**MENTAL INVOLVEMENT:**

- Must understand and interpret written and verbal instructions.
- Must be able to work independently with minimal supervision.
- Must have the ability to maintain accurate records.
- Must possess sufficient interpersonal skills to function compatibly with others.

**HUMAN RELATIONS INVOLVEMENT:**

- Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill.
- Must be able to respond positively to supervision and to accept commendations and recommendations.
- Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

**DRESS REQUIREMENT:**

- Wears approved uniform of the day that is clean, neat, and free of rips, tears, discoloration, and stains. Scrubs are Landau brand with Zachary Logo on shirt. Colors rotate by the day of week as follows:
  - Monday – Royal Blue
  - Tuesday – Hunter Green
  - Wednesday – Burgundy
  - Thursday – Purple
  - Friday – May wear Khaki scrubs with Zachary logo on shirt or Spirit Day wear, including approved spirit shirt, jeans that are full length, no capris, no rips, no tears, no discoloration or stains, no chains or studs.
- Wears closed-toe, skid resistant shoes with stockings or socks.
- Keeps fingernails short and free of polish and no false nails while on duty.
- Wears hair restraint during food preparation and serving.
- Jewelry restricted to a smooth wedding band and watch. No pins / earrings, etc.

**MINIMUM QUALIFICATIONS:**

High school diploma, accounting degree from a university or business college preferred but not necessary. Two years experience in accounting or bookkeeping. Proficiency in the use of microcomputer, mainframe computer terminal and other business machines. Good communication skills and mathematical skills. Ability to prioritize goals and be self-motivated. Such alternatives to the above qualifications as the Manager may find appropriate and acceptable.

**TERMS OF EMPLOYMENT:**

The employee is to observe time limits on breaks. Cell phone use shall be limited to Point of Service for use in emergency computer problems only.

9 month employee

**EVALUATION:**

Shall be evaluated in accordance with the Zachary Community School Board Personnel Accountability Plan.

**NOTE:** This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The Zachary Community School Board reserves the right to change this description at its discretion.

**REVIEWED AND AGREED TO BY:**

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**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**