



Job Title: **Nutrition Meal Clerk**

Department: **Schools**

Supervisor: **Nutrition Manager**

Lane Placement: **ESP Lane 3**

Schedule: **Varies/ Non-Contract** Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of principal and nutrition manager, the Meal Clerk records, balances and deposits lunch money coming into the school. Incumbent monitors point of service for accuracy to ensure students are charged properly, prepares daily and monthly reports, and keeps accurate records of free and reduced meals. Incumbent researches and resolves account problems with parents (e.g. lost checks, returned checks, and delinquent accounts) and sends account information to parents when requested.

ESSENTIAL FUNCTIONS

- Performs a variety of kitchen cleaning responsibilities:
 - Cleans food preparation and serving areas (e.g., sweep and mop floors, clean and shine counters).
 - Washes dishes and kitchen utensils using either the dishwasher or the three compartment sink.
 - Periodically cleans storage areas, refrigerators, stoves and other equipment.
 - Washes kitchen linens.
 - Wipes and cleans cafeteria tables during meal service time.
- May be assigned daily responsibility of one or more major cleaning projects.
- Follows selected recipes and observes strict hygiene practices.
- Assists in serving food to students and faculty in a serving line. Serves appropriate portions and refills serving equipment as necessary.
- Assists in the preparation of food items under the direction of the manager or a Nutrition Service Worker II.
- Follows directions and requests from manager or a Nutrition Service Worker II.
- Assists by performing duties such as washing vegetables and measuring out food portions.
- Cleans equipment daily and reports malfunctions to supervisor.
- Assists in putting away inventory upon deliveries or as needed.
- May be responsible for pulling daily inventory for food preparation.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must acquire and maintain a current Food Handler's permit.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate basic competence in reading and basic math for following recipes and measuring ingredients.
- Requires the ability to follow simple instructions.
- Requires the ability to work well with others in structured situations.
- Requires ability to lift up to 50 pounds.
- May operate kitchen equipment (e.g. mixer, ovens, and fryers).

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Must be capable of consistent physical activity (lifting and moving up to 30 pounds).
- Must be capable of reaching above the head while lifting 20 pounds.
- Must be able to stoop, bend, reach, and twist.
- Must be able to work in a hot and wet environment.
- Must be able to write, type, and comprehend all information needed to complete daily tasks.
- Must endure heat, potentially dangerous equipment, tight deadlines, and extensive paperwork in a compressed time period.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020