

FOOD SERVICE CLERK/TYPIST/RECEPTIONIST 2

- QUALIFICATIONS:**
1. High School Diploma
 2. Coursework and/or experience in office machines and practices
 3. Demonstrated aptitude or competency for assigned responsibilities
 4. Ability to communicate effectively
 5. Computer experience including data base, word processing and spreadsheets
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Food Service Director

JOB GOAL: To contribute to the efficient operation of the Food Service office so that it can play its effective part in the education process.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office;
2. Maintains menus, quantity records, free and reduced revenue, student records, production records, billings, n and milk records as shall be required;
3. Assists in receiving and routing all incoming calls;
4. Types a variety of materials, such as letters, reports, forms, bids, memos, monthly statements, etc., from rough drafts or corrected copy for Food Service Director;
5. Files correspondence, invoices, cards, or other records depending on the practices of the Food Service office;
6. Assists in the in-going and out-going mail process;
7. Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services;
8. Assists in receiving and delivering interoffice written communications;
9. Greets all visitors courteously, determines their need, checks appointments;
10. Answers questions of callers according to school policy, takes messages for Food Service Director;
11. Maintains an alphabetical file of staff members' names, room locations and telephone extensions to expedite relaying of calls;
12. Prepares daily deposits and reconciling to remittance reports for Food Service;
13. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor. Work days of 5 hours per day or less shall not have a scheduled lunch period.

The yearly schedule shall normally consist of at least 180 days per year excluding holidays, unless a different yearly schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.