

SECTION I: GENERAL INFORMATION

Position Title: Helper Clerk	Department: Nutrition Services	Unit: Nutrition Services
Immediate Supervisor: Kitchen Manager	Grade Placement:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Nutrition Services Program Supervisor and guidance of the Kitchen Manager, the Helper/Clerk is responsible assisting and performing clerk duties on the lunch line operating point of sale application and for verifying student PIN numbers, account balances, and for monitoring student lunch items for all components of a reimbursable lunch. Provides support and assistance in maintaining work areas, assisting in the dish room, and setting up, maintaining and selling all carte items, as required.

Essential duties below are intended as “representative” examples and are not intended to be a comprehensive listing of all duties.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates point of sale software and performs clerk duties including:
 - Ensures fiscal accuracy of ongoing transactions of cash, sales and student/staff accounts utilizing POS system.
 - Balances cash drawer at the end of each day. Informs the cashier the need to open new accounts.
 - Operates POS during meal service. Monitors adherence to school lunch programs, guidelines for offer vs. serve and special dietary needs of students.
2. Performs ala carte duties, as needed. Sets up and sells ala carte items; cleans up and maintains ala carte equipment; accounts for all ala carte sales at POS unit..
3. Monitors student behaviors in serving lines during meal service and keeps work areas and equipment clean.
4. Balances cash drawers and resolves any discrepancies with the cashier.
5. Contacts parents/guardians regarding low student meal accounts or negative balances, as needed.
6. Assists in performing dishwasher duties between lunch times, as well as helper monitor duties, as needed.
7. Performs other duties of a comparable level or type, as required.
 - Attends in-services and daily service briefings or equivalent.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

LICENSE/ CERTIFICATION	Identify licenses/certification required: No specific licenses or certification required needed prior to hiring. SafeServe required after employment.
Required Work Experience in Addition to Formal Education/Training: No experience required	

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
	less than high school diploma			Major field of study or degree emphasis:			
x	High school diploma or GED.						
	1 year college		2 years college				
	3 years college		4 years college				
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:			
	2nd year graduate level						
				<ul style="list-style-type: none"> • Knowledge of state and federal guidelines pertaining to food handling and sanitary guidelines and requirements. • Fundamentals of food production and operations. • Fundamentals of computer operation, uses, and point of sale software. • Fundamentals of basic business math and basic recordkeeping fundamentals. 			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Skilled in data entry and POS operation. • Ability to perform duties with a minimum of supervision and direction. • Ability to perform detailed tasks with precision and accuracy. • Ability to perform these operations using units of American money and checks. • Skilled in reconciling cash to computerized print outs • Skilled in using point of sale software to maintain student/staff accounts during meal service. • Customer relation skills in dealing appropriately with and interacting with children and staff over issues of accounts.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				x	Up to 10 lbs				x
Walk			x		Up to 25 lbs		x		
Sit		x			Up to 50 lbs		x		
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell		x							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities



Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.
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SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	We believe that: <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	By 2020, all students will... <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	We will... <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	We will NOT... <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Department Head's Signature	Date
Classification History: Created classification description 4/2016 BCC	

