

**Job Title:** Lunch Clerk  
**Department:** Food Service  
**Reports To:** Principal & Food Service Supervisor  
**FLSA Status:** Non Exempt  
**Salary Schedule:** FD Lane 01



## **SUMMARY**

The Lunch Clerk performs various food service secretarial duties in the school office and/or cafeteria and may also perform Food Service Worker duties when additional support is needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Collects and maintains Meal Benefit Applications; communicates with parents and school personnel on all aspects of the program. Provides secretarial support for meal benefit verifications to the food service office.

Collects Lunch & Breakfast money for Reduced & Full Pay students.

Communicates with parent / Guardian regarding student account balances.

Balances with monthly deposits; sends check to food service office within 3 days of last service day

Correctly identifies reimbursable meals at the Point of Service for Breakfast and Lunch.

Maintains records, reports, and other material essential to program.

Acts as custodian of documents and records. Three years plus the current year.

Makes copies of correspondence or other printed materials

Answers telephone to provide information, take messages, or transfer calls.

Screens incoming calls and correspondence and responds independently when possible.

**Performs the following Food Service Worker essential duties when additional support is needed:**

Prepares and serves food daily in the cafeteria.

Utilizes various recipes, proportions, and recipe contents according to estimated serving needs.

Operates various types of commercial kitchen equipment such as mixers, slicers, graters, choppers, steam tables, ovens, deep-fat fryers, etc. as needed to prepare, cook, and serve meals.

Washes dishes and equipment and assists in work area clean-up.

Sets up food serving lines.

Serves food and controls food line activity to assure orderly and efficient meal service.

Does all the cleaning necessary for operation of the lunch program.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to establish and maintain effective working relationships with co-workers, school staff, and students.

Knowledge of various nutrition standards, specialized menu development, and procedures associated with meal preparation preferred.

Knowledge of safety standards, sanitation and health standards, and observe all rules of sanitation. Knowledge of food borne diseases.

Ability to assist children as necessary.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Have one or more years of experience in institutional, restaurant, or school kitchen environment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Food Handlers Permit/License. Valid Utah Driver's License.

Must have a valid ServSafe permit/license or obtain within 6 months of being hired.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move items up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision. **Must pass a Pre-Employment Fitness for Duty Assessment.**

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

---

Prepared By: <b>Nutrition Program Coordinator</b>			Date: <b>06/28/2006</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>06/29/2006</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Nutrition Program Coordinator</b>	Date: <b>05/21/2013</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>11/13/2013</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Nutrition Program Coordinator</b>	Date: <b>03/24/2014</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

---

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	