

**GALT JOINT UNION ELEMENTARY
SCHOOL DISTRICT**

Food & Nutrition / District Clerk

DESCRIPTION OF BASIC RESPONSIBILITIES

To maintain a working knowledge of all site duties to provide the ability to step in as a substitute Lead, Food Service Worker, or Cashier as needed to due to absences. To perform a variety of operational and programmatic support functions for the District.

SUPERVISOR: Department Director or Designee

WORK SITE: Based out of District Office

TYPICAL DUTIES

1. Steps in as Food Service Lead, Worker, or Cashier on emergency basis when no subs are available. Stepping in to coordinate and monitor food production, record keeping, and staffing when asked to sub.
2. Performs reviews of Meal Claiming system, Menu Production records, Inventory, and Safety Reports when asked to sub as Lead.
3. Verifies deposits of cash receipts and reports of meals served when asked to sub.
4. Performs varied and responsible clerical duties to directly assist department supervisors and directors.
5. Produces correspondence, policies, memos, forms, and other documents from dictation notes, rough drafts or verbal instructions as directed by supervisor.
6. Assists in grant proposal development through research gathering and document preparation for individual department needs.
7. Enters information and maintains District and/or Department databases as needed.
8. Assist in scheduling arrangements and appointments, notifies participants, confirms dates and times and prepares needed materials.
9. Prepares information needed for reports, data and records for supervisor to submit to appropriate agency or governmental office as required.
10. Establishes and maintains a variety of records, logs and filing systems pertaining to department area(s) of responsibility.
11. Attends meetings, workshops and other functions as required.
12. Receives, date stamps, and distributes department mail.
13. Maintains accurate and detailed budget information related to department services as necessary.
14. Assists with employee substitute scheduling both manually and using the automated system, resolving discrepancies and communicating to sites and personnel for department.
15. Contacts vendors to gather quotes, product information and availability, places orders and resolves discrepancies in purchases, deliveries, services, and invoices.
16. Participates in training for department as needed.
17. Prepares updates to District website for individual departments as needed.
18. Prepares and inputs requisitions for purchases into the District financial software system.
19. Other duties similar in scope and function.

EMPLOYMENT STANDARDS

Knowledge of:

- Institutional baking and cooking practices and methods;
- Standard principles of nutrition, sanitation, and safety as it related to institutional food preparation and kitchen operations;
- Safe and proper operation and use of equipment and machines used in large quantity food preparation and serving operations;
- Accommodating students with special dietary needs, be aware of students with food allergies and know proper procedures if needed;
- Principles and practices of training and providing work direction to others;
- Interpersonal skills using tact, patience and courtesy;
- Estimating needs and ordering food supplies;
- Modern office methods, techniques and procedures including filing systems, business correspondence writing and telephone techniques;
- Mathematical skills to prepare a variety of reports and spreadsheets;
- A variety of computer software programs including word processing, data base, spreadsheets and desktop publishing;
- Proper English usage, grammar, punctuation, vocabulary and spelling.

Ability to:

- Understand and follow both oral and written instructions in an independent manner;
- Effectively read, understand, convert, and adjust recipes;
- Prepare, cook and bake a variety of foods in large quantities within establish time constraints and according to nutritional standards;
- Apply proper sanitation and safety requirements associated with food preparation and serving operations;
- Operate food service equipment and machinery in a safe and proper manner;
- Maintain accurate records and prepare routine reports;
- Performs arithmetic calculations accurately;
- Communicate effectively in both oral and written forms;
- Train and provide work direction and guidance to others;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Establish and maintain cooperative and effective working relationships with others;
- Estimate quantities, and order appropriate amounts of food and supplies;
- Interpret, apply and explain policies, procedures, and regulations;
- Work independently with little direction;
- Maintain consistent, punctual and regular attendance;
- Stand for extended periods of times;
- Communicate with staff, students and parents as necessary.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent;
- Clerical support experience;
- Prior job-related clerical experience with increasing levels of responsibility;
- Prior job related to school food service with knowledge of Lead duties;
- Valid California Driver's License and evidence of insurance;
- TB test clearance;
- Criminal Justice fingerprint clearance;
- Valid ServSafe Certification.

PHYSICAL CHARACTERISTICS

1. Moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Capability for sustained physical work; requires strength and endurance associated with heavy physical effort.
3. Physical effort while performing continuous moderate lifting.
4. Reach overhead, above shoulders and horizontally.
5. Bend at the waist, kneel or crouch.
6. Hear and speak to exchange information.
7. Ability to read printed materials.
8. Lifting 50 lbs. maximum or carrying and object weighing up to 25 lbs.

Board Approved on December 14, 2020