

CAFETERIA CLERK

CL:8

DEFINITION

This is a clerical position directly responsible to the Director of Food Services. General responsibilities include the daily handling of lunch tickets at the Ben Hulse Elementary School and clerical assistance to the district Director of Food Services.

DUTIES

At the Ben Hulse Elementary School, this position: Handles all sales and collection of money for lunch sales; Keeps records, prepares reports, and oversees the proper use of free lunches provided in the Ben Hulse Cafeteria; Prepares and submits daily reports of meals and milk served in the Ben Hulse Cafeteria. Performs other duties reasonably related to the job class.

For the Director of Food Services, this position: Provides assistance in the inventory and control of food service supplies, materials, and equipment; Preparation of reports and some typing; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Basic general knowledge of clerical and office skills.

ABILITY: Read, write, and speak English; Type accurately at an average speed and use calculators efficiently.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through familiarity with record keeping or bookkeeping.

EDUCATION: High school diploma or equivalent.

NORMAL TERMS OF SERVICE

Four to Eight hours per work day, ten months per year.

IMMEDIATE SUPERVISOR

Director of Food Services

REPORTING SUPERVISOR

Director of Food Services

REVIEWING OFFICER

Director of Food Services