



## Flour Bluff Independent School District Job Description

**JOB TITLE:** Central Kitchen Clerk 1

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 206

**REPORTS TO:** Child Nutrition Director/School Nutrition Coordinator

**DATE REVISED:** 01/2025

### PRIMARY PURPOSE:

- The role of the Central Kitchen Clerk is to receive, record, and deposit cash and checks, answer and direct telephone calls, greet visitors and deliver exceptional customer service, assist with approving free or reduced-price meal applications, train and assist with training or help work at various campuses when needed, assist with filing, payroll, purchase requisitions, and procurement in a School Food Service program in accordance with regulatory agencies and administrative guidelines

### QUALIFICATIONS:

- A high school diploma or equivalent is desirable. Sufficient education to have the required skills in math, reading, and record keeping is required.
- Must have prior experience working with Flour Bluff ISD School Nutrition Department in a management position.
- Classes in accounting procedures and record keeping is desirable.
- Experience in record keeping and office practices is desirable.
- Completion of the two-hour Manager Certification Course conducted by the County Health Department or valid certified class is required.
- A valid driver's license is desirable.
- Experience in data entry is desirable.
- Bilingual or Multilingual preferred.

## **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Counts cash and checks, endorses checks, totals cash and checks for the bank deposit.
2. Prepares daily bank deposits for central kitchen and delivers to administration building.
3. Compares totals on cash register tapes with amount of money in cashier's bags to verify balances.
4. Uses the calculator, computerized cash register, change counter and sorter in accounting procedures.
5. Assist parents/guardians with student account balances or concerns.
6. Assists cafeteria cashiers with any problems concerning cashiering procedures.
7. Able to utilize all programs for inventory, menu planning, and ordering food and supplies to provide training.
8. May substitute for a manager or cashier when needed.
9. Assists in the training of managers, assistant managers, cooks, servers, or cashiers as needed.
10. Enters student and staff information into Food Service computer program.
11. Accurately enters the revenue and participation counts into the computer.
12. Builds up classroom rosters as needed for breakfast in the classroom and after-school programs.
13. Assists in processing free/reduced applications and mail out letters to parents regarding student free or reduced status.
14. Prepares weekly catering bills and prepares invoices for goods received.
15. Obtains change for the School Nutrition Department as needed for all cafeterias.
16. Enters work orders for technology, maintenance and vehicles as needed.
17. Ensures confidentiality of any/ all department information.
18. Obtains information necessary for incomplete applications in the most appropriate manner.
19. Updates all records of the national school lunch and breakfast programs in a timely manner and keeps accurate filing system.
20. Accurately verifies applications for the national school lunch and breakfast programs completing verification, processing direct certification and all other reports related to applications and processes.
21. Follows the accounting procedures of the department and department, assisting with quotes when necessary.
22. Cooperates with managers and other department personnel in performing tasks.
23. Adheres to proper channels when communicating ideas, problems, etc.
24. Assists in preparing payroll for the department.
25. Tracks and records employee absenteeism daily.
26. Assists director to facilitate new employee orientation if needed.
27. Assists in the compiling of information for preparing various reports for the department in accordance with regulatory agencies and administrative guidelines.
28. Participates in the annual archiving and disposal of various central kitchen records.
29. Maintains a file system for the department in accordance with regulatory agencies and administrative guidelines.

30. Processes invoices and related process including filing, vendor list, follow up for the department.
31. Assists in getting quotes, processing purchase requisitions for purchase orders and all processes in accordance with regulatory agencies and administrative guidelines.
32. Inventories and orders supplies as needed for the department office.
33. Assists in the compiling of information for preparing various reports for the department or school nutrition director.
34. Oversees inventory of uniforms and assigns to staff, ordering from vendor as needed.
35. Demonstrates ability to communicate in both an oral and written manner. Establishes an effective working relationship with students, parents, school personnel and fellow employees.
36. Follows written and oral instructions and communicates with supervisor on concerns and ideas for the department.
37. Assists in processing prior months NSLP and CACFP claims on the first day of every month.
38. Dresses and grooms in an appropriate manner following department guidelines.
39. Complies with policies and procedures as outlined in Employee Handbook and addendum.
40. Maintains regular and reliable attendance and punctuality.
41. Contacts parents concerning student balances via phone, email and/or school messenger (Call-outs).
42. Performs other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds).

**Environment:**

May work prolonged or irregular hours.

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**

