

DUBLIN UNIFIED SCHOOL DISTRICT

CHILD NUTRITION FOOD SERVICE CLERK

GENERAL DESCRIPTION

Under general supervision, work with the district's elementary breakfast and lunch program; collect payments for meals from students and staff; perform record keeping functions for payment and service of student and staff charges at the site level for the food service program; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Handle money; record students' meal payments and charges; complete daily reports and cash deposits for each site.

MINIMUM REQUIREMENTS

Knowledge of:

- Organizational skills.
- Basic math facts.
- Safe, hygienic food handling procedures and requirements.

Ability to:

- Read, write, and communicate in English.
- Keep accurate financial records of medium complexity.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

Prior experience working with school age children preferred; prior experience working with personal computers and/or knowledge of the workings of general personal computer programs preferred.

SALARY PLACEMENT

Range 3