

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

FOOD SERVICE CLERK -- WORKER

Brief Description

Under the direction of the Food Service Director (and/or) the Food Service Lead, the Food Service Clerk/Worker will perform a variety of clerical duties - cashiering, bookkeeping, records, review applications, and operate a computer. The Food Service Clerk/Worker will also assist in the preparation and set up at an assigned food service facility; maintain food service facilities in a clean and sanitary condition. With the realms of duties described below.

Representative Duties and Abilities As Clerk

Job Goal: To serve students and staff customers efficiently and courteously; to maintain close control over records and monies received.

1. Understand and follows oral and written direction.
2. Basic knowledge of Arithmetic as demonstrated by score of written test.
3. Maintains records of free, reduced, and cash students.
4. Maintains all related records on daily sales for submission to the Food Service Department.
5. Reviews applications for Free and Reduced meals for completeness (Signature, Social Security Number, etc.) **prior** to submission to the Food Service Department for approval.
6. Operates the computer and runs daily reports as required.
7. Reconciles daily sales, prepares deposit and sends to the Food Service Department daily.
8. Keeps a current record of Free and Reduced transfers and student withdrawals from the District and send daily to the Food Service Department.

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9. Keeps a log of current applications received and sent to the Food Service Department.
10. Work is to be completed as scheduled by site.

Representative Duties and Abilities As Worker

Job Goal: To work together with the Food Service Lead and other employees to provide a variety of healthful, high quality foods and a comfortable eating atmosphere for all students and staff.

1. Washes and prepares eating and serving areas; sets up steam tables; sets out trays, food and beverages as needed.
2. Assists in food preparation as directed by Food Service Lead.
3. Washes and cleans utensils, pots, pans, trays and kitchen equipment.
4. Performs related duties as assigned daily.
5. Work is to be completed as scheduled by Food Service Lead.

Requirements and Qualifications for Cafeteria/Clerk-Worker

1. Computer experience required.
2. Food Service experience preferred.
3. Must have a current Riverside County Food Handlers Card.
4. High School Diploma required.
5. Criminal Justice Fingerprints clearance required.
6. TB Test required.

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7. Must have a valid California Driver's License and a car to travel to various school sites as needed. Proof of automobile insurance required when claiming mileage in for reimbursement.

Working Conditions

Food Service Facility Environment; subject to heat, cold, lifting, pushing, pulling, standing for long periods of time; ability to lift up to 25 pounds.

ADOPTED BY THE GOVERNING BOARD: July 1, 1996