

**Roswell Independent School District  
Job Description**

**Job Title: FOOD SERVICES OFFICE CLERICAL**

**Reports To: DIRECTOR OF STUDENT NUTRITION**

**General Job Description:**

Under general supervision, performs general office duties, answers and direct telephone calls.

**Essential Duties and Responsibilities:**

1. Work cooperatively and professionally with colleagues, supervisors, administrators, parents, and vendors.
2. Perform general office duties including answering calls from parents, food service staff, administrators, school staff and vendors.
3. Maintain office files, employee timesheets, sick leave, employee mileage reimbursement.
4. Perform general accounts payable and receivable duties; generate purchase orders and process for payment.
5. Compile and submit bank deposits.
6. Process Free and Reduced Applications.
7. Assist with Summer Food Program.
8. Assist with food and equipment inventories.
9. Prepare/file Travel for Director.
10. Keep Policy Books Updated.
11. Order Supplies.
12. May be required to substitute for cashiers.
13. Basic mathematical functions.
14. General office machine operation, including typing and 10-key calculator.
15. Knowledge of computer systems, including data bases and word processing programs.
16. Personal and professional task management through the use of technology.
17. Maintain confidentiality with sensitive matters.
18. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
19. Possess organizational skills.
20. Be able to make sound decisions.
21. Work independently with very little supervision.
22. Report to work on time and work no less than 7 hours per day.
23. Attempt to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
24. May be required to perform other related functions as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. One or more years of experience in general bookkeeping/accounting and/or clerical duties.
3. Food Service Safety and Health Requirements.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), reaching, climbing, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**FOOD SERVICES OFFICE CLERICAL (CONT'D)**

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multimedia equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without supervision and efficiently. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**