



<b>Job Title:</b>	Student Nutrition Clerk	<b>Wage/Hour Status:</b>	Nonexempt/226 day
<b>Reports to:</b>	Director of Student Nutrition	<b>Pay Grade:</b>	3
<b>Dept./School:</b>	Student Nutrition	<b>Date Revised:</b>	08/29/11

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**Primary Purpose:**

Provide clerical and data input services to the Student Nutrition Department.

**Qualifications:**

**Education/Certification:**

High School diploma or GED

**Special Knowledge/Skills:**

Ability to work with numbers in an accurate and rapid manner  
Ability to create, organize, and maintain a filing system of vendor-related documentation  
Proficient typing, keyboarding, and file maintenance skills  
Ability to use calculator (10-key by touch)  
Proficient in Microsoft Office 2007 or newer (specifically Excel and Access)  
Ability to learn all areas of Student Nutrition proprietary software  
Effective communication and interpersonal skills  
Proficiency in meeting constant deadlines

**Experience:**

Minimum three years clerical, preferably in public education

**Major Responsibilities and Duties:**

1. Maintain USDA Commodity Food Excel file, input weekly orders and coordinate delivery with MISD Warehouse
2. Assist in processing applications for the National School Lunch Program
3. Assist in maintaining menu, food production record and recipe files
4. Assist in entering parent and physician restrictions in student account files
5. Assist in building and maintaining POS computer grids
6. Assist Student Nutrition Bookkeeper as needed
7. Maintain vendor files
8. Assist as needed in collection and distribution of weekly orders from campuses
9. Assist in answering incoming calls, take reliable messages, and route to appropriate staff
10. Other duties as assigned

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, printer, fax machine, copier, and calculator

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

Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*