

Job Title: Clerk II Department, Food, and
Nutrition Services (FNS)

Wage/Hour Status: Non-Exempt

Reports to: Food and Nutrition Services

Pay Grade: 304

Dept/School: Food and Nutrition Services (FNS)

Date Revised: November 22, 2024

Primary Purpose

Assist department staff members by answering telephone and directing messages, typing, filing, and processing reports.

Qualifications

Education/Certification

High School Diploma/GED or High Education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District clerical test
- Experience with Microsoft word, and Excel spreadsheet applications
- Ability to work with public and communicate effectively
- Strong organizational, communication and interpersonal skills
- Knowledge of school service policies

Experience

Two (2) years clerical or related experience.

Major Responsibilities and Duties

1. Exercise judgement based on knowledge and experience to plan details of the work and prioritize tasks to accomplish work objectives.
2. Maintain responsibility for accuracy and completeness of records for a department or school.
3. Assist in processing meal applications for free and reduced-price meal benefits for the district.
4. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
5. Complete data entry of student information received from the school sites including transfers, withdrawals, and entry of new students.
6. Participate in Texas Department of Agriculture workshops, manager's meetings and training sessions related to work performed.
7. Assist in planning and setting up end of year closing and start-up in-service.
8. Assist in the training of temporary clerical staff at the beginning of school year.
9. Assist in the collecting of insufficient fund accounts.
10. Assist in the verification process for meal applications.
11. Assist the CNP Payroll Clerk with weekly time sheet audits and weekly payroll from school cafeterias.
12. Assist the CNP Catering Clerk with booking and billing for catering events.
13. Assist in the processing of food and supply orders for the department.
14. Perform routine typing tasks and make copies as requested.
15. Assist in answering telephones, directing calls, and receiving messages.
16. Assist in distributing department mail.
17. Maintain current Health Inspections, Food Handlers Certifications, and department training.
18. Assist with projects assigned by department administration.
19. Maintain accurate records for mid-year and end of year employee evaluations.
20. Maintain an accurate key log for each school cafeteria.
21. Assist with the FNS Summer School Program.
22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal Computers, Printer, scanner, fax machine, copier, and adding machine.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent standing, walking, and carrying; some stooping, bending, and kneeling. Repetitive hand motions, prolonged use of computer. Work with frequent interruptions.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.