

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE CLERK

BASIC FUNCTION:

Under the direction of the Director of Food Service maintain Central Kitchen Customer Service window activity; disseminate daily cash drawers to cashiers; count and balance daily deposits for all school sites; prepare deposits for armored car pick-up; in-put purchases into inventory system; contact parent/guardian of students with negative balances and maintain database; contact parent/guardian of students who have checked out of the District with positive balances for instruction of what to do with fund balances and maintain database.

DISTINGUISHING CHARACTERISTICS:

The Food Service Clerk classification performs detailed accounting duties such as counting of daily deposits and preparing deposits for the bank. The Food Service Clerk classification performs additional tasks involving Customer Service as it involves communication with parent/guardian, student and administration; and will be required to maintain an inventory database, student negative balance database for all school sites and notification to parent/guardian on a weekly basis.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Open and close Customer Service window in the Central Kitchen daily.

Ready cash drawers for all cashiers for Breakfast, Nutrition and Lunch daily. Update cashiers regarding student PIN number changes and new students.

Assist parent/guardian/students by answering routine inquiries regarding their Food Service account, such as student PIN numbers and account balances; accept and process deposits to student or teacher accounts and advise of negative balances when asked.

Collect meal applications, mail and cafeteria deposits daily from Culver City High School and Culver City Middle School before lunch service. Make deposits to all accounts as needed before lunch service daily.

Review meal applications for missing information and submit them to the Budget Secretary for further processing.

Receive money from elementary schools and central kitchen cashiers and prepare receipts for bank deposit and record keeping daily.

Reconcile each central kitchen cashier's cash drawers after Breakfast, Nutrition and Lunch service. Run a Meal and Receipt Summary report after each meal. Count and separate money at the end of each day.

Ready central kitchen cashier drawers for Lunch service; help cashiers address any situation that might arise during Nutrition service, such as incorrect PIN numbers or computer problems.

Close the Day in the Point of Sale software. This entails running a daily Summary and Receipt report for each cashier and running separate End of Day report for each register opened during the day.

Count all cash daily. Run and print receipts for all money collected from Breakfast, Nutrition and Lunch sales; run separate End of Day for cash sales on each register opened in a single day.

Make weekly and/or monthly phone calls to parent/guardian regarding negative student cafeteria balances, or positive account balances for those students who have checked out of the district and maintain spreadsheet detailing contact notes and payments.

OTHER DUTIES:

Pick up and deliver mail for distribution daily or as needed.

Maintain office bulletin boards with current job postings, necessary staff updates and other information as required in an orderly and neat fashion.

Prepare blank Deposit Slips and PIN Number Slips for cashier and student use.

Reconcile Food Service Safe with the Budget Secretary weekly.

Prepare letters to parents for mailing on a daily basis.

Complete deposits for all school sites: Elementary and Secondary, as needed.

Accompany Budget Secretary or Food Service Supervisor to the bank to make deposits 2-3 times per month in order to get coins need for daily sales as needed.

Print and distribute weekly Negative Balance Reports and current Student Rosters to all elementary schools weekly or as needed.

Prepare logs and money bags for armored car service cash pick up twice a week.

File monthly and weekly invoices, as well as employee absence reports.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic clerical skills and office machinery, such as office copiers and fax machines.
Interpersonal skills as it relates to using tact, patience, courtesy and Customer Service.
Elevated math and cashiering skills.

ABILITY TO:

Use applicable computer software such as Microsoft Word and Excel.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written directions.
Operate a cash register or point of sale computer; and make change accurately.
Maintain records.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and sufficient training and experience (minimum one year) to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Customer Service window.
Office work environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Walking.
Dexterity of hands and fingers to operate office machinery.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information.
Sitting for extended periods of time.

HAZARDS:

Heat from ovens.