

School Site Nutrition Clerk Job Description

Definition

Under the general supervision of the school Principal, the School Nutrition Clerk will assist parents and students with food vendor issues; maintain and generate daily site nutrition records as required for District submission of information to the School Breakfast Program (SBP) and National School Lunch Program (NSLP); maintain records required for SBP and NSLP audits; attend nutrition meetings held at least once monthly; provide daily nutrition volunteer training and assist in the coordination of volunteers; prepare site training materials for volunteers, time permitting, and do related nutrition program work as required.

Duties

- Responsible for daily food distribution process and verify that the procedures at the site meet the audit guidelines of the State and Federal SBP and NSLP
- Serve meals in compliance with SBP, NSLP and food safety regulations
- Inspection, inventory, and proper storage of daily food program deliveries, which includes lifting boxes and crates
- Daily set up, distribution, and breakdown of meal service
- Attend trainings in accordance with CDE professional standards
- Provide direction to parents and students when ordering meals as necessary
- Attend trainings provided for the SBP and NSLP
- Take the lead in the training of site volunteers
- Maintain the required site records necessary to meet local Health Department requirements and the State and Federal requirements for SBP and NSLP reimbursable meals
- As time permits and with the assistance of the District, develop and provide site training and materials for site volunteers on proper SBP and NSLP procedures
- Enter and track daily SBP and NSLP information into the student meal data system, including but not limited to such information as periodic food temperature notations and student participation in the program (point of service data)
- Perform other related SBP and NSLP duties similar to the above in scope and function as required

Knowledge of

Proper English usage, grammar, punctuation and spelling; basic filing and record keeping; operation of computer and printer; proficient knowledge of Excel Word and Google Suite at intermediate working level. Has the ability to communicate effectively in both oral and written instructions, to learn operations and procedures, policies and requirements of the nutrition program. Establishes and maintains effective working relationships with those contacted in the performance of duties.

Education

Previous experience with the SBP and NSLP programs, and Excel and record keeping practices is very desirable.

Knowledge of

Twelfth grade education plus intermediate working knowledge of Excel software.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment.

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions;

- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy;
- Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines;
- Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in front of groups, and telephonically;
- Physical agility to move self in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping, and reaching overhead; physical stamina sufficient to sustain physical labor and remain in a stationary position for up to 8 hours;
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb sloped, satire, ramps and to respond to emergency situations; physical strength sufficient to push, pull, lift and/or carry up to 45 pounds of materials or supplies;
- Typical indoor work environment;
- The noise level in the work environment is usually moderate.

10 month work year/180 days

25 hours per week

Salary: \$21.46 - \$24.86 per hour

Benefits:

- 403 (b)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

To apply please email HR@BRSSD.ORG or call 650-637-4800 x1012

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary fo Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov