

**Killeen Independent School District  
Job Description**

**Job Title:** School Nutrition Clerk  
**Reports To:** School Nutrition Office Supervisor  
**FLSA Status:** Non-Exempt, 226 Days

**SUMMARY:**

Provides secretarial and administrative services to the School Nutrition Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Receives visitors and telephone calls; screens those which can be handled without supervisor's help.

Composes and types correspondence, memoranda, reports, forms, and similar materials in final form into the computer, and submits to appropriate entity.

Sorts, distributes, and delivers mail and other documents.

Processes and prepares incoming and outgoing mail.

Establishes and maintains appropriate files and other information; searches files for information.

Obtains and maintains adequate materials and supplies.

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, computer, calculator, fax machine, copy machines. Keeps machines in operational readiness.

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks.

Performs checks on invoices to ensure they match prices on bid documents.

Prepares and maintains purchase order, check requests and other bookkeeping tasks associated with the specific position.

Updates office database and files.

Process all Free & Reduced Price Meal Applications, both online and hard copy.

Assists other administrative personnel with secretarial tasks.

Inputs and submits all campus cafeteria grocery orders, including produce, bread, and other sundry items.

Coordinates deliveries with the School Nutrition Warehouse Lead.

Inputs HARP lists for those children to receive free meals.

Performs other tasks that may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a General Education Degree (GED) and three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER QUALIFICATIONS:**

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kpm with 7 errors or less.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate, or Bell Country Certified Food Manager Course Certificate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**ADDITIONAL INFORMATION:**

Must have a professional standard of appearance and dress as required by School Nutrition.

**Revised Date: April 6, 2017**

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