



**JOB DESCRIPTION**  
**Cafeteria Clerk**

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The Cafeteria Clerk under the direct supervision of the Child Nutrition Director and the general supervision of the principal, assists the Child Nutrition Director in the operation of the elementary school cafeteria.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Reasonable degree of proficiency in bookkeeping
- Accuracy in counting money and making deposits
- Demonstrates computer skills with proficiency

**DUTIES AND RESPONSIBILITIES:**

1. Sells lunch, breakfast, and milk tickets to students and teachers.
2. Keeps accurate records of all tickets sold and monies taken in for the Food Service program.
3. Prepares all cafeteria bank deposits.
4. Keeps daily, weekly, and monthly reports as required.
5. Keeps charge sheets and sees that students are given charge slips to go home to parents.
6. Operates Accu-Scan machine at breakfast, lunch and during kindergarten milk breaks.
7. Maintains file on free and reduced lunches.
8. Follows guidelines to protect identity of students on free and reduced programs.
9. Tallies daily lunch count slips from the classroom and call in the lunch request to the Central Kitchen.
10. Distributes monthly cafeteria menu to students.
11. Secures Social Security or drivers license number for all food related checks.
12. Reports all returned checks to the principal.
13. 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 required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate (verbally and written), interpret data, reason, understand verbal instructions, read, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight daily (under 15 pounds), sit, stand, perform repetitive hand motions, hear, speak, possess visual acuity, be able to work inside and around noise.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Calculator, basic office equipment

**Para professional Pay Grade:2**  
**Days: 182**  
**Wage/Hour Status: Nonexempt**  
**Updated: November 6, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*