



JOB DESCRIPTION
Child Nutrition Data Entry Clerk

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The Child Nutrition Data Entry Clerk, under the direct supervision of the Child Nutrition Director, processes all federal lunch and breakfast meal applications and maintains meal application files and contributes to effective child nutrition/public relation by prompt and courteous handling of all inquiries, visitors, and telephone calls.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two years data entry experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to follow written instructions
- Ability to operate multi-line phone system
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Processes, reviews, and verifies all federal free and reduced meal applications in the district.
3. Maintains the child nutrition free and reduced status for analysis.
4. Generates reports on free and reduced status for analysis.
5. Maintains records needed for internal and external audits with regards to free and reduced meal applications and status.
6. Communicates with parents about meal application status and program regulations.
7. Trains and supervises temporary employees in meal application processing at the beginning of the school year.
8. Works in coordination with campus staff and district homeless liaison to ensure students with homeless status receive free and reduced meal benefits in a timely manner.
9. Works to maximize the likelihood that all eligible students receive free and reduced benefits.
10. 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), understand verbal instructions, reason, read, coordinate, compile, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight daily (under 15 pounds), sit, hear, repetitive hand motions, speak, maintain visual acuity, and limited traveling.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Para professional Pay Grade: 5
Days: 190
Wage/Hour Status: Nonexempt
Updated: August 15, 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.