

JOB DESCRIPTION

JOB TITLE: *Clerical Assistant/Cook (9796)*

Job Summary:

The Clerical Assistant/Cook performs a variety of typing and general clerical work of average difficulty and coordinates the meal service for students and/or staff. These duties are done under the supervision of the Principal.

Essential Job Functions:

- ▶ Serves meals for the purpose of ensuring that students receive adequate nutrition.
- ▶ Receives delivery of prepared meals and food items, confirms quantity, and maintains appropriate food safety temperatures.
- ▶ Coordinates the timely unpacking of meal and food items, arranges items for meal service and distribution.
- ▶ Following the meal service, dispose of or store leftover food items, clean dishes, counters, floors, and appliances for the purpose of meeting county health standards.
- ▶ Maintains a variety of records such as but not limited to food quantities and meal counts.
- ▶ Maintain facilities in a sanitary condition.
- ▶ Supervises students for the purpose of ensuring that dishes are washed correctly.
- ▶ Inventories supplies for the purpose of maintaining adequate stock levels.
- ▶ Restocks supplies for the purpose of ensuring that necessary items are readily available.
- ▶ Records data for the purpose of meeting state and federal nutritional guidelines.
- ▶ Answers/greets visitors, co-workers, outside agents, clients, and parents to furnish information and refer to the proper sources.
- ▶ Prepares letters, memos, reports, bulletins, flyers, staff handbooks, questionnaires, requisitions, various forms, i.e., time sheets, medical, orientation letters, and packets of information to communicate with employees and the general public, and for written documentation of information.
- ▶ Maintains schedules/calendars, files, and records to ensure efficient operations.
- ▶ Processes (receives, sorts, distributes) mail, purchase orders, transportation requests, and other office forms to provide timely and accurate distribution.
- ▶ Operates standard office machines including word computer, laminator, fax machine, printer, answering machine, binding machine, calculator/10 key, and pencil sharpener to complete essential functions.
- ▶ Inventories equipment and supplies to maintain a record of items for the Tulare County Office of Education.
- ▶ Organizes work and sets priorities for the purpose of ensuring that all tasks are completed accurately with attention to detail and within required timelines.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - Modern methods of food service preparation for large quantities of people.
 - Health, safety and sanitation rules and regulations pertaining to food preparation.
 - Modern office methods, practices, and procedures.
 - English word usage, spelling, grammar, and punctuation.
 - Office and records management.
 - Public policies and procedures.
 - Receptionist and telephone techniques.
 - Filing systems.

▶ **Skills to:**

- Perform basic mathematic calculations/formulas for quantities.
- Operate and care for institutional kitchen equipment.
- Follow oral/written instructions.
- Follow standardized recipes.
- Operate computer equipment

▶ **Ability to:**

- Stand for prolonged periods of time.
- Understand and carry out oral and written instructions.
- Lift, carry, push, or pull up to 50 pounds.
- Use computers to enter data, update and create correspondence, retrieve information, use electronic calendars, store, and retrieve documents and other basic word processing, spreadsheet, and data base applications (preferably Microsoft Word, Excel, and Access).
- Perform clerical work using independent judgement, initiative and required accuracy and speed.
- Maintain cooperative relationships with those contacted in the course of work.
- Communicate, effectively, by telephone, email, and in person with individuals and groups of varying educational and socioeconomic backgrounds.
- Organize work, establish priorities, and remain flexible to changes in the workload and deadlines.

Education Required:

- ▶ High school diploma or the equivalent.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ A current Serve Safe Certificate is preferred.
- ▶ Department of Justice and FBI fingerprint response.

Experience Required:

- ▶ Experience in kitchen, dining, or food service program.
- ▶ Experience sufficient to have acquired knowledge of modern and efficient office methods, practices and procedures.

FLSA: Non-Exempt

August 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.