



# AIMS K-12 College Prep Charter District

## Food Service Clerk

**Category:** Classified  
**Work Year:** 12 months  
**Employment Type:** Part-Time  
**FSLA:** Non-Exempt  
**Salary Range:** \$20.00 per hour - \$21.23 per hour  
**Supervisor:** Nutrition Service Coordinator or Designee

### JOB GOALS:

Perform a wide variety of routine duties requiring good communications skills providing food service meal distribution by assisting school staff in supervising students in eating areas, traffic areas, and study hall rooms and by assisting staff with basic clerical needs

### RESPONSIBILITIES:

Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid, food service.

### Essential Functions:

- Complete and hold a valid Food Handlers card.
- Arranges food and beverage items (e.g., placing in food warmer, a la carte trays, filling racks, mobile carts, etc.) for the purpose of making items available to students and staff.
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites (by assignment).
- Serving customers (students) in a fast, efficient, and friendly manner.
- Escalating customer concerns and complaints to Child Nutrition Coordinator or designee
- Understand USDA Breakfast and Lunch meal pattern and administer Offer v Serve.
- Adhere to all school nutrition program policies and procedures, including health and safety standards.
- Support and promote nutrition education initiatives to encourage healthy eating habits among students.
- Manage Kitchen Inventory.
- Operate standard food service equipment such as warming cabinets, oven, refrigeration/freezer units.
- Maintain daily records and prepare reports as required.
- May assists in the training of food service clerks.
- Operate Point of Sale (POS) terminal and other applicable software
- Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements.
- Perform other related duties and responsibilities as assigned.

### QUALIFICATIONS:

Any combination of education, training and/or equivalent to graduation from high school and one year of relevant experience.

**KNOWLEDGE AND ABILITIES:**

**Ability to:**

Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid, food handling, food distribution.

**Knowledge of:**

District policies regarding health, safety and other procedures; first aid techniques , food handling

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Work Position (Percentage of Time):**

Standing: 30 Walking: 20 Sitting: 50

**Body Movement (Frequency):**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

**(Pending AIMS Board Approval)**