

FOOD SERVICES CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for receiving and accounting for school district lunch monies. An employee in this class is required to receive and deposit monies collected for school lunches in the appropriate account, obtain receipt for and maintain records of these funds. In addition, an employee must receive, store and stock food service supplies and materials as directed. The work is performed under the general supervision of the School Lunch Manager with wide leeway provided for the use of independent judgment. Supervision may be exercised over the work of Food Service Helpers assigned to cash registers.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Counts, records and balances daily monies collected against report sheets and register tapes;

Logs monies received on master and individual school logs;

Prepares for deposit and deposits all monies received in appropriate accounts and obtains receipts;

Makes up weekly invoice total and computes monthly cost figures for the School Lunch Manager;

Receives, stores and issues various food service materials and commodities;

Checks quantity and quality of food service stocks against purchase orders or requisitions to verify conformance with orders of specifications;

May operate a cash register during food service periods;

Performs related routine food service, clerical, monitorial and cleaning tasks as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in receipting and accounting for moderately large sums of money; working knowledge of methods, principles and practices utilized in receiving,

FOOD SERVICES CLERK

Page 2

storing, maintaining and issuing food service supplies and equipment; ability to rapidly record monies collected; ability to make arithmetic computations correctly and accurately; ability to maintain records and prepare reports; ability to follow written and oral directions; ability to write legibly; and mental alertness.

MINIMUM QUALIFICATIONS: There are no academic or experience qualifications for this title.

To be eligible for appointment, candidates must demonstrate entry level account clerical/auditing aptitude and competence by successfully participating in an entry level account clerical/auditing examination.

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Last Reviewed: May 4, 1990
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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