

## **GULFPORT SCHOOL DISTRICT JOB DESCRIPTION**

TITLE: Child Nutrition Free and Reduced Clerk

Board approved June 18, 2012

### **QUALIFICATIONS:**

1. Prior knowledge of Child Nutrition Software and District Student Data Base including Lunch Box, JPams, MSIS and other similar programs
2. Proficient word processing skills
3. Knowledge of proper English usage, grammar, spelling and punctuation
4. Ability to compose routine correspondence independently
5. Ability to understand and follow oral and written directions
6. Pleasing personality, level temperament, enjoy meeting and working with people
7. High School diploma or GED

**SUPERVISES:** None

**REPORTS TO:** Supervisor of Child Nutrition Department

### **JOB GOAL:**

Employees in this classification perform extensive data entry work specific to Child Nutrition including all free and reduced applications and all word processing relating to free and reduced applications..

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Word processing, proofreading, filing, checks and entering information on records
2. Assist parents with free and reduced applications as needed
3. Answer telephone and assist school records clerks, secretaries, etc. and assist public with information on routine, procedural, or directional questions specifically related to free and reduced as directed
4. Distribute free and reduced applications to schools, managers, and student households
5. Process all free and reduced applications within the ten (10) day required USDA timeline
6. Maintain all application files in accordance to USDA requirements
7. Maintain free and reduced database
8. Process all monthly direct certification according to USDA and state requirements
9. Send out direct certification to households
10. Operate and maintain One Call system
11. Process a wide variety of materials, including records, reports, memorandums, tables, and lists for filing
12. Mail out all information concerning free and reduced applications, including parent letters
13. Perform district wide verification process for meal benefits according to USDA requirements
14. Sort and file documents and records according to predetermined classifications; maintain alphabetical, index and cross reference files
15. Maintain and prepare bar codes for schools using scan cards for use at point of sale
16. Receive, sort and distribute incoming and outgoing mail
17. Secure all documents for required USDA confidential end of year filing
18. Maintain inventory of office supplies for Child Nutrition
19. Performs other duties as assigned

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### **TERMS OF EMPLOYMENT:**

260 days

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with established criteria for classified personnel.