



# Longview Independent School District

## JOB DESCRIPTION

### OFFICE CLERK – FOOD SERVICES – PFK-ECC

<b>JOB TITLE:</b>	Office Clerk – Food Services PFK-ECC	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Early Childhood Program	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Early Childhood	<b>PAY GRADE:</b>	Clerical/Par 2

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#### PRIMARY PURPOSE:

Perform data entry to support the center's participation in the Child and Adult Care Food Program (CACFP). Manage the daily documents required by Texas Department of Agriculture (TDA) including food service participant's attendance, demographic data, food service training documentation, and provide clerical service to the department manager

#### QUALIFICATIONS:

##### Education/Certification:

Associate's degree or business school, preferred

##### Special Knowledge and Skills:

- Broad knowledge of computer hardware and software applications
- Knowledge of software used to develop spreadsheets, databases, and do word processing
- Ability to detect and resolve problems
- Excellent organizational, communication, and interpersonal skills
- Ability to use specialized programs to maintain personnel electronic files

##### Experience:

One year experience in data entry

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Enter alphabetic, numeric or symbolic data from source document using online computer terminal or personal computer
2. Key and verify results according to procedures provided
3. Recognize and correct errors in original data prior to processing



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#### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Recognize deficiencies in source documents and return them to originator for correction
5. Compile pertinent data as needed when preparing various state and local reports
6. Maintain physical and computerized departmental files
7. Print reports using database information including student, clients, personnel
8. Perform routine bookkeeping tasks
9. Answer incoming calls, take reliable messages and route to appropriate staff
10. Assist with ensuring that the food operations department follows the guidelines set by Texas Department of Agriculture (TDA) and Child and Adult Care Food Program (CACFP)
11. Perform data entry; maintain student information on a computer
12. Respond to inquiries for the public, parents, students, and campus staff
13. Remain current concerning campus events, courses, community resources, and related information
14. Assist with clerical tasks
15. Maintain a log of visitors in the school
16. Receive incoming calls, take reliable messages, and route to appropriate staff
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Repetitive hand motions; frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures; frequent prolonged and irregular hours; prolonged use of computer terminal possible; district and state travel may or may not be required; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION: Paraprofessional Evaluation

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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 that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: July, 2013**