Position Guide

Position Title: Food Service Clerk: Central Education Center **Code:**

Department: Early Childhood & Special Education Services **Group:** NISUP, Zone 11

Reports to: CEC Principal

PURPOSE OF POSITION:

The Food Service Clerk will ensure nutritious meals are provided to students in attendance at the CEC.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the IU13 keys to culture***

1. Responsible for daily ordering and receiving of food deliveries from the food vendor, inventory and store all food items properly and safely. Follows established protocols to report food services shortages to the food service provider immediately.
2. Performs clerical and recordkeeping duties as directed including but not limited to; taking daily refrigerator and freezer temperatures, post and monitor the daily meal summary, inventory all supplies including paper products, plasticware, bulk items, emergency food supplies, and follows established procedures to ensure items are ordered in a timely fashion.
3. Rotate food and milk supplies to ensure code dates are used in the correct date, sequential order to avoid spoilage and waste and properly dispose of any outdated food in a timely manner.
4. Monitor students with special diets and provide appropriate substitutions as provided by the food service vendor.
5. Set up and tear down breakfast and lunch in a timely manner. Assist with serving breakfast and lunches to students in all programs at the CEC. Monitor students with special diets.
6. Cleans all utensils, surfaces and kitchen areas in accordance with food service regulations.
7. Actively attends and maintains all necessary training & certification requirements for the position.
8. Adheres to the established work schedule, through regular and consistent attendance.
9. Performs clerical and record-keeping duties as directed.

All rights reserved | © 2012 Lancaster-Lebanon Intermediate Unit 13 | 717-606-1600 | 1020 New Holland Avenue, Lancaster, PA 17601 | "These materials may not be reproduced and/or disseminated without the expressed written consent of Lancaster-Lebanon Intermediate Unit 13."

10. Performs other duties, as assigned by classroom teacher or Principal
11. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: High School Diploma or High School Equivalency

Skills Required: Verbal communication skills and the ability to follow directions.

Computer Skills: Basic skills related to data entry, internet/email usage, word processing, and spreadsheets.

Certification Desired: CPR/First Aid/AED

Certification Required: ServeSafe Food Protection Manager Certification (within 30 days of hire)

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 10%
Walk/stand: 60%
Bending/stooping/squatting 10%
Lift/Push/Pull: 20%

Lifting: Lifting: Up to 40 lbs

Vision: Normal

Mental Demands: Interpret, analyze and problem solve

Environment: Food Service Kitchen/Office environment

All rights reserved | © 2012 Lancaster-Lebanon Intermediate Unit 13 | 717-606-1600 | 1020 New Holland Avenue, Lancaster, PA 17601 | "These materials may not be reproduced and/or disseminated without the expressed written consent of Lancaster-Lebanon Intermediate Unit 13."