Job Description – Cafeteria Clerk

Basic Function:
Under the direction of the Director-Child Nutrition Services, perform a variety of technical bookkeeping and financial record-keeping duties in the maintenance and control of Child Nutrition Services (CNS) accounting; prepare financial reports related to CNS accounts.

Representative Duties:

Essential Functions:
- Maintain the CNS accounting system in accordance with State requirements and guidelines; input financial data to the County system.
- Prepare and submit the monthly Child Nutrition Reimbursement claim to the State systems, including financial reports.
- Receive, review, input and reconcile daily sales reports from school site cafeterias.
- Reconcile bank statements.
- Review and input meal applications; make phone calls to parents for clarification on applications as needed; match contract site meals with County’s numbers; enroll contract students into appropriate systems.
- Enter requisitions into appropriate systems as needed; maintain inventories of available District goods and supplies, including calculation of the value of District inventory; reconcile inventory reports with the results of physical inventories; track commodities used by sites.
- Review, process, sort and file invoices and other billings; verify accuracy of invoices including cost calculations and vendor information; approve and forward invoices to accounts payable for processing; prepare and mail monthly invoice to contracted site.
- Prepare special financial reports and analyses as needed; maintain files.
- Assist in the closing of books at the end of the fiscal year, box and store invoices, statements, claims, meal applications and related data according to established timelines and guidelines.
- Perform other activities as directed including answering phones, attending pre-registration at school sites, meeting with the Director.

Other Duties:
- Perform related duties as assigned.

Knowledge and Abilities:

Knowledge of:
- Perform basic math, including calculations using fractions, percent’s, and/or ratios.
- Procedures and practices use in the collection and reconciliation of meal count data.
- Financial and statistical record-keeping techniques.
- Preparation of accounting reports and reimbursement claims.
- Preparation, review and control of assigned accounts.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
• Modern office practices, procedures and equipment.
• Operation of a computer and assigned software. Mathematic computations.
• Utilize creative problem solving to identify issues and propose/implement action plans.

Ability to:
• Perform a variety of technical accounting duties in support of CNS operations and activities.
• Compile and ensure accuracy of meal count data and prepare related reports.
• Monitor, audit and maintain CNS accounts.
• Maintain accurate financial and statistical records.
• Prepare and analyze comprehensive accounting reports and reimbursement claims.
• Assemble, organize and prepare data for records and reports.
• Monitor and ensure accuracy of income and expenditures.
• Compare numbers and detect errors efficiently.
• Establish and maintain cooperative and effective working relationships with others.
• Communicate effectively both orally and in writing with diverse groups/individuals.
• Operate a computer and assigned software.
• Make efficient and accurate mathematical computations. Meet schedules and timelines.
• Ability to adapt to changing work priorities.

Education/Experience: Graduation from high school or its equivalent supplemented by course work in accounting or related field and three year’s experience in financial record-keeping work.

Licenses and other requirements:
Some positions in this classification may require valid First Aid, CPR and AED certificates issued by an authorized agency.


Physical Demands: Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Ability to see and read a variety of materials. Bending at the waist, kneeling or crouching to file materials.

Classification: 3  Number of Days: 192
Board Approval:  12/01/2021 Revised: 12/2021    FLSA Classification: Non-Exempt
Classified Bargaining Unit Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.