

## **Red River Parish School Board**

### **Job Description**

**TITLE:** **School Food Service Clerk-Technician**

**Qualifications:** Must have high school diploma or GED  
Ability to read, write, possess basic math skills, and apply reasoning skills required to interpret and follow recipes.  
Must meet satisfactory health requirements

**Superordinate:** School Food Service Manager, Child Nutrition Director and School Principal

### **Performance Responsibilities**

1. Participates in Point of Service with students as required using computerized system, including claiming and reporting responsibilities.
2. Assists with meal and money record keeping including daily deposits as requested.
3. Assists School Food Service Manager as requested, including Point of Service and inventory responsibilities.
4. Assists in preparation of entrees, vegetables, salads, desserts and condiments into a good standard food product.
5. Serves on serving line.
6. Assists in storing all food items and supplies.
7. Cleans cooking equipment and kitchen, serving and dining areas and other duties as directed.
8. Attends in-service meetings as indicated.
9. Ability to work tactfully and harmoniously with staff.
10. Initiative to plan, organize and carry out assignments under minimum supervision.
11. Ability to handle routine and repetitious tasks.
12. Ability to act intelligently if emergencies occur
13. Maintains a neat and well-groomed appearance and adhere to dress code for School Food Service employees.
14. Performs any other duties as assigned by superordinate.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Terms of Employment:

**9 Months**