International Leadership of Texas
Child Nutrition Department Clerk Job Description

10 Department: Child Nutrition Services
Reports To: Child Nutrition Assistant Director
FLSA Status: Non-Exempt
Day: 219

Position Summary

The Child Nutrition Clerk position will provide administrative, operational, and program support to ensure the effective delivery of the Child Nutrition Programs. This position is responsible for maintaining records, supporting compliance requirements, coordinating staff training documentation, managing food service-related paperwork, assisting with program operations, and providing customer service to parents, staff, and campus personnel. The Clerk will report to the Child Nutrition Assistant Director.

Salary

$28,000 to $35,000 annualy. Same as the Houston Clerk

Essential Duties and Responsibilities

Administrative and Program Support

- Demonstrate proficiency in Mosaic Point of Sale (POS) system and assist with meal service data management.
- Respond to parent emails and phone calls regarding Child Nutrition Services in a professional and timely manner.
- Complete and maintain income verification documentation and related records.
- Assist campuses in ensuring food production records are completed accurately and submitted on time.
- Create agendas for Child Nutrition training sessions and maintain training hours records.
- Track and manage food handler certifications and training requirements for all Child Nutrition staff.
- Maintain records of health inspections and coordinate payment of health permit renewals.
- Conduct and document monthly cashier audits.
- Assist with maintaining and storing program reporting, record keeping, and compliance documentation.

Operational Support

- Coordinate and assist with National School Lunch Program, School Breakfast Program, Seamless Summer Option (SSO) and Fresh Fruit and Vegetable Program operations.
- Support the training and development of Child Nutrition personnel.
- Cover when cashiers are absent to ensure uninterrupted meal service
- Ensure compliance with safety, sanitation, and food handling regulations.
- Complete assignments in a timely, efficient, and cost-effective manner.

Safety and Compliance

- Identify and correct unsafe conditions within the work area whenever possible.
- Report unsafe conditions that cannot be corrected immediately to the supervisor.
- Ensure all safety and sanitation requirements are followed.
- Maintain personal hygiene, professional appearance, and adherence to district standards.

Teamwork and Professionalism

- Promote teamwork, cooperation, and positive interactions with fellow staff members.
- Attend required training and professional development opportunities to improve program quality and effectiveness.
- Demonstrate flexibility and willingness to perform additional duties as assigned by the Child Nutrition Directors.

Qualifications and Skills

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge and Abilities

- Knowledge of food preparation methods, food safety procedures, and sanitation standards.
- Working knowledge of kitchen equipment and food production procedures.
- Ability to operate large and small food service equipment safely and effectively.
- Understanding of Child Nutrition Program regulations and the best practices.
- Ability to perform basic mathematical calculations accurately.
- Strong organizational, record-keeping, and time-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and documentation accuracy.

- Ability to work independently with minimal supervision.
- Ability to provide professional support and leadership when needed.
- Computer proficiency in Microsoft Office Suite, including Word and Excel.
- Ability to learn new systems and procedures quickly.
- Positive attitude, professional judgment, flexibility, and commitment to customer service.

Education and Experience

Required

- High School Diploma or GED.
- Minimum of one (1) year of related administrative, clerical, food service, or Child Nutrition experience.

Preferred

- Two (2) or more years of related experience.
- Prior food service or school nutrition program experience.
- Experience with Point of Sale (POS) systems and Child Nutrition software.

Certifications and Licenses

- Valid Texas Class C Driver's License with an acceptable driving record.
- Food Service Manager Certification

Physical Requirements

While performing the duties of this position, the employee is regularly required to:

- Sit, stand, and walk for extended periods.
- Use hands and fingers to handle, grasp, and operate equipment and office machinery.
- Reach with hands and arms.
- Speak and hear effectively in person and by telephone.
- Occasionally lift, carry, push, or pull up to 25 pounds.
- Travel between campuses and district locations is required.

Working Conditions

- Office and school cafeteria environments.
- Exposure to food preparation areas and kitchen equipment.
- Periodic travel between campuses and district facilities.
- Occasional schedule adjustments to support special events, training, audits, summer feeding programs, and operational needs.

Disclaimer

The information contained in this job description is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. The Child Nutrition Directors reserves the right to assign additional duties as necessary to support departmental operations.