

Tulare County Office of Education
JOB DESCRIPTION

JOB TITLE: Clerical Assistant/Cook (9796)

Job Summary:

The Clerical Assistant/Cook performs a variety of typing and general clerical work of average difficulty and coordinates the meal service for students and/or staff. These duties are done under the supervision of the Principal.

Essential Job Functions:

- ' Serves meals for the purpose of ensuring that students receive adequate nutrition.
- ' Receives delivery of prepared meals and food items, confirms quantity, and maintains appropriate food safety temperatures.
- ' Coordinates the timely unpacking of meal and food items, arranges items for meal service and distribution.
- ' Following the meal service, dispose of or store leftover food items, clean dishes, counters, floors, and appliances for the purpose of meeting county health standards.
- ' Maintains a variety of records such as but not limited to food quantities and meal counts.
- ' Maintain facilities in a sanitary condition.
- ' Supervises students for the purpose of ensuring that dishes are washed correctly.
- ' Inventories supplies for the purpose of maintaining adequate stock levels.
- ' Restocks supplies for the purpose of ensuring that necessary items are readily available.
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' Skills to:

- Â Perform basic mathematic calculations/formulas for quantities.
- Â Operate and care for institutional kitchen equipment.
- Â Follow oral/written instructions.
- Â Follow standardized recipes.
- Â Operate computer equipment

' Ability to:

- Â Stand for prolonged periods of time.
- Â Understand and carry out oral and written instructions.
- Â Lift, carry, push, or pull up to 50 pounds.
- ~ Use computers to enter data, update and create correspondence, retrieve information, use electronic calendars, store, and retrieve documents and other basic word processing, spreadsheet, and data base applications (preferably Microsoft Word, Excel, and Access).
- Â Perform clerical work using independent judgement, initiative and required accuracy and speed.
- Â Maintain cooperative relationships with those contacted in the course of work.
- ~ Communicate, effectively, by telephone, email, and in person with individuals and groups of varying educational and socioeconomic backgrounds.
- ~ Organize work, establish priorities, and remain flexible to changes in the workload and deadlines.