

Job Title:	School Nutrition Clerk	Terms of Employment:	185-Day School Nutrition Clerk Calendar and Pay Schedule
Location:	School Nutrition Program	Position Type:	Full-Time
Reports to:	Cafeteria Manager and School Principal	Closing Date:	February 29, 2012
Internal Posting:	www.liberty.k12.ga.us	External Posting:	www.dol.state.ga.us

Position Announcement

QUALIFICATIONS:

- High School diploma or equivalent.
- Knowledge and experience in basic office procedures, operation of computer and office software and basic office equipment (adding machine, copier, mailer, fax machine).
- Must possess excellent written and oral communication skills.
- Prior training and/or experience as a school nutrition clerk preferred.
- Such alternatives as the Superintendent may find appropriate and acceptable.

RESPONSIBILITIES:

- Point of Sale operations during all meal service periods.
- Prepare new enrollment meal cards and keep updated as necessary.
- Post all prepayments to student accounts in a timely manner.
- Complete daily, weekly and monthly reports accurately.
- Prepare bank deposit daily with manager supervision and double counting for accuracy.
- Prepare reports for teachers, principal, manager and School Nutrition office in a timely manner.
- Work with coordinator, bookkeeper and manager to complete the verification process of free and reduced priced meals accurately and in a timely manner.
- Distribute letter notifications of status changes, charges, low balance and other announcements in a timely manner.
- Clean and organize cashier area daily.
- Represent the School Nutrition Program in a professional manner in daily interactions with students, parents, teachers, staff, principals and vendors.
- Performs other duties as assigned.

APPLICATION PROCEDURES: Liberty County School System application packets may be obtained from the Liberty County School System website at www.liberty.k12.ga.us or from the Personnel Office located at the address listed below:

Liberty County School System

Personnel Office

200 Bradwell Street

Hinesville, Georgia 31313

Completed application packets may be faxed to **(912) 876-3017**.

Application packets must include the following:

- Completed Liberty County School System application;
- Signed Liberty County School System Authorization for Release of Information form;
- Two (2) letters of recommendation from previous supervisors. (Note: One of the recommendations must be from the most recent or current immediate supervisor);
- Copy of diploma(s), transcripts, certificates, and other relevant information.
*Resume/CV (optional).

Application information must be received by February 29, 2012.

**LIBERTY COUNTY SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, CREED, AGE,
NATIONAL ORIGIN, MARITAL STATUS OR ANY DESABILITY AS DEFINED BY THE AMERICANS WITH DISABLITIES ACT.**

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