

CLERK AND FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work which involves ordering, recording, tabulating or processing materials that are repetitive, routine or require a number of relatively short sequential operations. It also involves routine, repetitive, manual work such as preparing food, serving food and cleaning work areas. Work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Opens, sorts and/or distributes mail;

Sorts, indexes and files correspondence and other materials alphabetically and numerically;

Goes to various locations to collect bank deposits and then brings the deposits to a night drop;

Inputs data into a spreadsheet format from sales reports received from cashiers;

Places telephone calls to request and give routine information;

Answers telephone and personal inquiries and directs callers;

Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;

Collects money and keeps simple cash and inventory records;

Stores food and supplies;

Cleans, cuts and/or slices vegetables, meats and dairy products;

Opens cans and other food containers;

Makes simple salads, coffee, tea, and sandwiches, warms soups and butters bread;

Packs food for outside delivery;

Sets up steam and other counters;

Sets out portions of prepared food;

Restocks serving line with food and supplies;

Serves food;

Sells ice cream, milk, shakes and other a la carte foods;

Operates various kitchen appliances such as slicer, mixer, potato peeler and dishwasher;

Cleans dishware, trays, silverware, pots, pans, kitchen equipment, tables and floors;

May check, match, and assemble forms, documents and related data for further processing;

May maintain and balance simple accounts or make simple record keeping entries;

May make simple arithmetical computations;

May prepare simple statistical reports from assembled data;

May maintain and distribute supplies;

May issue form letters and notices;

May fill requests for applications, forms, cards, etc., and answer routine questions for completing them;

May, in a school setting, perform Teacher's Aide and/or Monitor duties.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to understand and carry out simple oral and written directions; ability to process documents; ability to file alphabetically and numerically; ability to communicate; ability to maintain records; ability to work well with others; ability to operate computer equipment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.