

**ORCUTT UNION SCHOOL DISTRICT  
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

**Classified application available @[www.orcutt-schools.net](http://www.orcutt-schools.net)  
Departments, Human Resources, Classified Employment, Application for Employment –  
Classified 2021**

**November 16, 2021**

- POSITION:** CHILD NUTRITION CLERK  
4.0 hours per day  
200 work days per year (last week of July – mid June)
- SALARY:** \$15.61 - \$19.93 per hour
- QUALIFICATIONS:** See job description
- TO APPLY:** Submit an application if one is not on file with the HR Office and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** December 10, 2021 - 4:00 p.m.
- INTERVIEW/TESTING:** Selected applicants will be notified

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

**General Requirements upon Offer of Employment**

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

**WHERE KIDS COME FIRST**

“The Orcutt Union School District does not discriminate on the basis of a person’s actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.”

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Banking procedures.  
Detailed financial record-keeping.  
Modern office practices, procedures and equipment including a computer and applicable programs.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operations of business and office machines.  
Proper methods of preparing, baking, cooking and serving food in large quantities.

**ABILITY TO:**

Learn District child nutrition policies, programs, software programs and operations.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Learn to interpret, apply and explain rules, regulations, policies and procedures.  
Type at 45 words net per minute from clear copy.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain safety and sanitation standards.  
Lift objects weighing up to 50 pounds.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training to demonstrate the knowledge and abilities listed above and two years of general clerical and financial record-keeping experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must be bondable

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
School cafeteria or kitchen environment.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time.  
Hearing and speaking to answer phones and provide information.  
Dexterity of hands and fingers to operate computer, typewriter, and kitchen equipment and to complete deposit slips.  
Reaching to maintain files.  
Lifting, carrying, pushing or pulling heavy objects.  
Standing or walking for extended periods of time.  
Carrying, pushing or pulling food trays, cards, materials and supplies.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to assure proper quantities of food.

## ORCUTT UNION SCHOOL DISTRICT

### CLASS TITLE: CHILD NUTRITION CLERK

#### BASIC FUNCTION:

Under the direction of the Director of Child Nutrition, perform a variety of responsible clerical duties in support of District child nutrition operations and activities; count cafeteria monies and maintain related financial records.

#### REPRESENTATIVE DUTIES:

Prepare type and distribute a variety of materials including reports, forms, menus, bulletins and other materials as requested. *E*

Count cafeteria receipts and prepare monies for bank deposit; complete deposit slip and make deposits as assigned. *E*

Process and type free and reduced lunch applications; duplicate, collate and staple applications and mail to appropriate school sites. *E*

Prepare and maintain various records concerning child nutrition operations and inventory; record daily lunch and milk counts. *E*

Operate a variety of business machines such as computer, typewriter, calculator, copier and money counter. *E*

Communicate with site personnel regarding lunch counts, lunch accounts, daily reports and additions and deletions to the free/reduced meal program. *E*

Assist the Director in preparing periodic financial reports; record and post data from a variety of sources. *E*

Process invoices for payment by the Business Office. *E*

Answer phones and take and relay messages; contact and assign substitutes for child nutrition personnel as needed. *E*

Assist Director of Child Nutrition with maintenance of inventory records and purchasing. *E*

Must have the abilities to work as a child nutrition worker in the site kitchens as needed. *E*

Perform related duties as assigned.

Bending at the waist, kneeling or crouching.

**HAZARDS:**

Heat from cooking equipment

Exposure to sharp knives and slicers.

Exposure to hot foods, equipment and metal objects.