

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CLERICAL AIDE II

Classification: Range 29

BASIC FUNCTION:

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform routine cashiering and clerical duties according to established procedures.

REPRESENTATIVE DUTIES:

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.
- Type letters, memoranda, bulletins, reports, requisitions or other materials from straight copy or rough draft.
- Receive visitors and refer telephone calls and visitors to proper personnel; answer routine questions according to established guidelines.
- Sort and file material according to established procedure; maintain records and simple files.
- Receive, sort and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed copies.
- Compile information from various sources and type on a variety of standardized forms.
- Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.
- Operate a variety of standard office equipment including a computer, calculator, adding machines and duplicating machine.
- Assure the timely processing and distribution of a variety of records, reports and bulletins as directed (i.e. meal applications).
- Distribute materials to staff as directed.

- Perform a variety of duties related to food service including, but not limited to:
 - assist in the preparation of food; prepare sandwiches; grate cheese; mix and chop fruits and vegetables; assist in baking cookies, breads and cakes.
 - operate dishwasher and wash and sanitize trays, plates, utensils and other serving equipment.
 - assist in setting up and stocking food preparation and service lines.
 - perform cashiering duties as assigned; collect money and make change; sell lunch tickets and count number of students served, free, reduced, pre-paid and paid lunches.
 - transport food from on location to another as assigned; lift heavy containers of food and supplies.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills.
- Oral and written communications skills.
- Standard kitchen equipment, utensils and measurements.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff.
- Serve food in accordance with health and sanitation regulations.
- Operate a duplicating machine, computer and adding machine.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records.
- Communicate effectively both orally and in writing.
- Count money.
- Learn basic job specific computer skills.
- Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent. One year experience in food preparation and clerical work.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.
- Food service environment
- Exposure to hot foods, equipment and metal objects
- Driving a vehicle to conduct work as required.
- Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer terminal and other office equipment.
- Standing, walking, or sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.
- Lifting, carrying, pushing and pulling heavy objects.

HAZARDS:

- Exposure to sharp knives and slicers.
- Hot surfaces and liquids.
- Poisonous cleaning chemicals.