



**Job Title:** Child Nutrition Personnel Clerk

**Department:** Child Nutrition  
**Reports To:** Child Nutrition Training Manager  
**Grade:** CA-05  
**Number of Days:** 12 Months  
**Security Access:** None  
**Current Date:** July 8, 2014  
**Overtime Status:** Non-Exempt

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**Job Objectives:** Manage the hiring process for Child Nutrition operations staff for school cafeterias and other production sites/programs. Manage substitute employee placement and maintains Kronos for them. Staff kitchens with substitute employees for absent permanent employees.

**Minimum Qualifications:**

- Able to read, speak, write, and understand English.
- High School Diploma or its equivalent.
- Must have a pleasant personality, positive attitude, critical thinker, tactful and great communication skills to relate to the CN Staff, Human Capital, Payroll and the public.
- Expect to be self-starter and able to work without close supervision on multiple projects.
- Computer knowledge and great telephone skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Work in Munis for hiring, transfers, and termination of Employees.
- Contact applicants to do interviews and arranges all preemployment activities.
- Distributes and submits employees contracts to Human Capital.
- Maintain all substitute paperwork.
- Participates in department orientation for substitute employees.
- Assign substitute staffing for daily absence at sites.
- Conducts evaluations done by subs on their cafeteria.
- Attends Departmental meetings to provide staffing update.
- Maintains department vacancy list.
- Maintains uniform shirts inventory and distributes as needed.
- Manages Kronos for all substitute employees and hourly Child Nutrition Ross payroll.
- Contact for all payroll related questions for hourly employees.
- Files analysis of working hours for all sites.
- Participates in disciplinary meetings for substitute employees if needed.
- Help applicants fill out applications.
- Responsible for submitting mileage logs to payrolls and maintains records of these.
- Performs routine office activities.

- Performs other duties as requested.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Computer skills required: e-mail, Microsoft Office to include excel worksheets.

**Supervisory Responsibility:**

- None.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office environment.

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