

**Delton Kellogg Schools**  
**327 N. Grove Street**  
**Delton, MI 49046**

**General Clerk**  
**Internal/External Posting**

<b>POSITION TITLE:</b>	General Clerk
<b>DEPARTMENT:</b>	Business Office and Food Service
<b>REPORTS TO:</b>	Director of Finance and Director Food Service
<b>PREPARED BY:</b>	Superintendent's Office

Date: September 20, 2017

**SUMMARY:**

As an at will employee you will assist in day to day operations; to assure the smooth, efficient and accurate operation of the office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains district insurance policies and submits accident reports and claims to appropriate insurance carrier.
- Maintains health forms and files for employees.
- Assists employees with completing insurance and pension forms and handle incoming calls regarding related matters and other benefit programs.
- Assists Business Administrator.
- Maintains staff personnel attendance records.
- Open mail for Business Office.
- Assumes all the secretarial needs required by the Business Office.
- Banking duties.
- A working understanding of Accounts Payable & Accounts Receivable for coding and monitoring reports.
- Assists the Food Service Director with the purchases of food and supplies.
- Answers telephones, respond to inquiries or routes call to appropriate person.
- Operates office machines, computers, printers, cash registers, copiers, fax machine, etc.
- Work with kitchen staff to coordinate staff and problem solve effectively during production.
- A working knowledge of requirements of Federal School Lunch Programs.
- A working understanding of forms for reporting and accounting for meals served.
- Maintain accurate files and records
- Responsible for taking monthly inventory.
- Assists with assigning substitute staff for food service workers.
- Other duties as assigned by the Food Service Director and/or Director of Finance and/or the Superintendent.

**SUPERVISORY RESPONSIBILITIES:**

- No supervisory responsibilities in Business office.
- Assist the Food Service Director in supervising food service workers.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- High School Diploma required, Associates Degree preferred. Minimum of one (1) year of experience in related field is preferred.
- Demonstrated ability to operate a personal computer and related software.
- High degree of proficiency in office procedures, typing and machines.
- Knowledge and practical experience regarding basic computer skills, including MicroSoft Office.
- Ability to maintain bookkeeping records on computer.
- Certified in Serve-Safe Program and/or able to obtain certification.
- Familiar with networks and data backup procedures.
- Exemplary organizational skills.

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to communicate clearly and concisely, both orally and in writing.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

- Good health, high moral character and good attendance record.
- Polite, courteous and tactful with the public.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or listen. The employee is required to walk and stand. The employee occasionally will be required to lift and/or push up to 15 lbs. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

This person will wear clothing in accordance with building policy.

**Reports to:** Director of Finance & Director of Food Service  
**Contract Terms:** Year Round Position. Three days per week (two days in Business Office and two half days in Food Service Office.  
**Probationary Term:** 2 months  
**Rate of Pay:** \$14.14 per hour

**Deadline:** until filled

Interested applicants should send a letter of interest and resume to:  
Delton Kellogg Central Administrative Office  
Kyle B. Corlett, Superintendent  
327 N. Grove Street  
Delton, MI 49046  
carol.hersha@dkschools.org

The final candidate for this position will be required to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire. *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin or handicap of any individual.*