

**Williams Unified School District**  
P O Box 7  
Williams, CA 95987  
(530) 473-2550

**Job Description**

**POSITION:** Cafeteria Clerk

**JOB DESCRIPTION:** Performs assigned tasks involving the “Meal Collection and Count Procedures” with emphasis placed on confidentiality.

**EXAMPLES OF RESPONSIBILITIES:** Under general supervision, perform a wide variety of clerical tasks of average difficulty, such as: typing and word processing, checking, proofreading, filing, recording information on records, compiling information for reports and summaries. Works within a framework of established procedures but performs duties with only occasional instruction or assistance. May have frequent contact with students, teachers, and the public, answering procedural questions and furnishing approved information from departmental records. Personally collects required information, and maintains records and files; may compose routine letters; may keep limited financial records; operates standard office machines, including microcomputers and related software.

**EDUCATION/REQUIREMENTS:** High School graduate or equivalent.  
Must pass District Proficiency exam and test with a score of 70% or better.

**WORK SCHEDULE:** 2-4 hours a day, 183.5 days per year

**ORGANIZATION/RELATIONSHIP:** Under the supervision of the Cafeteria Supervisor,

**Board Approved:** April 20, 2000      **CSEC Approved:** October 7, 1999

Revised 9/99 CLB

