



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Menu Clerk, Child Nutrition**

**Reports to:** Inventory Control Manager, Child Nutrition Services  
**Department:** Child Nutrition  
**Number of Days:** 12 month  
**Compensation:** CA-8  
**Overtime Status:** Non-exempt  
**Date Job Revised:** August.10, 2009

**Position Summary:** Plan all menus for the Child Nutrition Department and writes all production records for the department

#### **Qualifications/Job Requirements:**

##### **Education:**

- High Diploma or equivalent.

##### **Specialized Knowledge, Licenses, etc:**

- Extensive knowledge of state and national school breakfast, lunch, free snack, and CACFP regulations in regard to nutrient standards and menu requirements.
- Knowledge of school food service financial principles, procedures and records..
- Computer applications in regard to nutritional analysis.

##### **Experience:**

- Foodservices Experience Useful.

##### **Specific Training/Skills:**

##### **Physical Requirements (If Applicable):**

##### **Other:**

#### **Scope of Authority (If Applicable):**

#### **Customer Contacts (Internal and External):**

#### **Duties and Responsibilities**

- Plan all menus. (35%)
- Perform nutritional analysis of these menus according to USDA NuMenus guidelines. (10%)
- Control food costs through effective menu writing. (10%)
- Write menus and analyze menus for Head Start students and infants. Assure these comply with federal and state Head Start guidelines. (10%)
- Type all menus.
- Write and type production sheets for all menus. (10%)
- Complete all menu calendars and put menu calendar on TPS Child Nutrition Website. (10%)
- Complete all signage related to the menu. (10%)
- Complete item identifiers and all label templates needed for menu items.
- Enter nutrition facts into nutritional analysis program as needed
- Perform other duties and responsibilities as assigned