

**Linden Unified School District
BOARD ACTION ITEM**

Date: 6/17/2014
To: Superintendent
From: Hope Brand
Subject: Additional Hours to Food Service Clerk

BACKGROUND: With current regulations for the National School Lunch and Breakfast Program increasing, the need for additional office clerk time is necessary. Currently the position is 2 hours.

RECOMMENDATION: It is my recommendation to increase the current 2 hour Food Service Clerk position to a total of 5 hours per day. The job duties of the position will be; vendor billing, maintaining quick books of all purchased products, processing of all free and reduced applications and entering relevant data in Student Information System (AERIES), bank deposits, billing of prepared meals to San Joaquin County Office Of Education schools, monitoring Meal Time program and staff support, monthly claim reimbursement for Child Nutrition Information and Payment Center (CNIPS), and duties as necessary.

FINANCIAL IMPLICATIONS: Financial impact for this position will be the responsibility of the Food Service budget. Salary range will be:

Step	A	B	C	D	E
Range 18	12.33	12.96	13.60	14.29	15.02

\$ 16.07	Salary	\$ 9,497.37
	Stat Ben	\$ 2,045.34
	H/W Cap	\$ 2,879.09
		\$ 14,421.80