



Food Service Clerk and Accounts Liaison

Employer

Arkansas City USD 470
2545 Greenway Rd,
Arkansas City, KS 67005
620-441-2000

Job Description

Qualifications:

- Must have high school education or higher
- Must clear criminal background check
- Must have ability to work successfully with students, parents/guardians, food service staff, faculty and administration
- Must possess strong organizational and verbal and written communication skills
- Computer skills such as Word, Excel, etc. essential for maintaining records

Duties and Responsibilities:

- Monitors student and faculty accounts
- Researches and resolves account questions
- Communicates with parents/guardians about credits and delinquent accounts
- Sends account information to parents/guardians regularly and as requested
- Prepares daily and monthly account reports as directed
- Provides nutrition information to parents/guardians and students
- Other duties as assigned

Reports To: Building Administration

Apply

Application may be completed online [Here](#) Position available until filled. EOE