

## JOB DESCRIPTION

Position Title : Child & Adult Care  
Food Program Clerk

Department : Head Start

Responsible To : Nutrition Coordinator

General Description : Compile information from enrollment books and CACFP Form 1535. Monitoring center feeding sites Utilizing Child Care and Adult Program forms. Follow all Child Care Food Program, State Licensing, Head Standards and Local Health Standards.

Duties & Responsibilities: Assist in monitoring Centers feeding sites and folders, To ensure all nutrition services are property completed. Compile and input 1535's and attendance records. Assist in filing documentation.

Qualifications : High School Graduate or GED. Must have strong math skills, be computer literate in Lotus 123 and Microsoft Word. Possess a good understanding of the Head Start Nutrition Component. Have good communications skills. Must successfully complete Food Handler's Certification. Must be current in driver's license and posses liability Insurance.

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Employee's Signature

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Supervisor's Signature