

# Harlem Consolidated School District #122

Job Description  
HHS  
Food & Nutrition Services  
Stock Assistant

**Supervisor:** Director of Food &  
Nutrition Services

**FLSA Status:**

**Non-Exempt**

**Employee Group:**

**At-Will**

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## Qualifications:

1. High School Diploma or equivalent
2. Must be physically able to perform efficiently the duties of the position with or without accommodations
3. Ability to work independently
4. Ability to read, write reports, and basic mathematical computations
5. Physically able to lift object weight up to 50 lbs, with or without accommodations

## Terms of Employment:

- Nine (9) month contract
- Varies four (4) to five (5) hours per day

## Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

## Duties:

1. Receive product deliveries.
2. Verify discrepancies against invoices.
3. Maintain storage of inventory to maintain product quality.
4. Unpack and assemble food supplies in preparation for food service production.
5. Adhere to designated building security procedures,
6. Keep current with best practices and requirements as they relate to your job assignment.
7. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.