

CENTRAL SCHOOL DISTRICT

Job Title: Food Service Delivery Worker

Occupational Group: Food Service

Reports to: Director of Child Nutrition and Purchasing

Pay Range: 22

Date of Board Approval: 07/08/2021

Work Year: 10 months

DEFINITION

Under the direction of the Director of Child Nutrition and Purchasing, perform manual and clerical functions relating to receiving, inspecting, storing and distributing of supplies, equipment, food items, and food service mail; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or its equivalent.
- Valid California Drivers License and safe driving record.
- Insurability by the District's liability insurance carrier.
- San Bernardino County Certified Food Worker Card
- Forklift Operator Certificate (to be obtained within twelve (12) months of employment)
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Experience:

- Experience in a distribution operation, including storing and issuing stock and driving a private or commercial delivery vehicle.

Knowledge and Abilities:

Knowledge of:

Current traffic and safety laws; operation and routine maintenance of motor vehicle; applicable health and safety regulations; proper safety, security, and sanitation practices and procedures; appropriate methods of handling, packaging, and shipping packages; suitable methods of storing equipment, materials and supplies; proper lifting techniques; record keeping techniques; basic computer operations.

Ability to:

Communicate effectively with district employees and public; operate a delivery vehicle and related equipment safely; prepare and maintain records; perform manual work of lifting and moving equipment, material and supplies; understand and follow oral and written directions; meet schedules and timelines; read, interpret and follow rules, regulations, policies and procedures; make mathematical calculations quickly and accurately; assist in the maintenance of records and prepare reports; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday including staff, students and parents; provide positive customer service; and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Drive a district vehicle on a regular delivery route to various schools and central kitchen warehouse. **E**

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3. Maintain clerical records; assist in shelving, arranging, labeling, storing and issuing supplies. **E**
4. Pick up and deposit monies as assigned. **E**
5. Receive, inspect and fill warehouse orders; assist with maintaining stock inventory. **E**
6. Load and unload truck with supplies and equipment; operate delivery truck or other light motor vehicle. **E**
7. Perform scheduled vehicle safety inspections. **E**
8. Operate forklift, pallet jack and hand truck. **E**
9. Collect and store surplus equipment. **E**
10. Conduct routine computerized food service inventory. **E**
11. Receive and store food items in a sanitary manner. **E**
12. Report, respond and assist with emergency and safety issues and concerns

WORKING CONDITIONS

Employee will perform duties at various district site locations; position requires working in an indoor and outdoor environment and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires heavy lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social behavior.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 50 pounds, push, pull, reach overhead, kneel, squat, climb stairs and climb ladders; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.