



Job Description

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| Title: Child Nutrition Utility Worker | FLSA Status: Non-Exempt | Months: 10 or 12 |
| Supervisor: Director-Child Nutrition | Supervises: N/A | Range: 19 |
| Department: Child Nutrition | Bargaining Unit: Classified | Approved:12/19/2019 |

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, participate in a variety of food service distribution functions; assist in quantity preparation, packaging and serving of foods; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; assist in the set-up of serving areas. drive a vehicle to various locations to pick up and deliver food items and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in a variety of food service distribution functions; load and unload shipments of food items and supplies such as hot and cold carts and frozen, canned and dry goods; fill and process daily food service orders; assure proper and timely distribution of food items and supplies.
- Drive a vehicle to various locations along assigned routes to pick up and deliver food items and supplies; make regular or special deliveries to school sites; distribute food items and supplies to food service personnel; inspect shipments to assure compliance with school site specifications.
- Place food items in racks, coolers or freezers as required; assure proper temperature of food items; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged; assure distribution activities comply with safety and sanitation requirements.
- Accept deliveries and food services orders as directed; unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelve and store items received in the appropriate section of the warehouse.
- Conduct daily inventories to determine leftover food items and supply quantities; compare inventory levels with food service records to verify accuracy; review incoming weekly order forms for accuracy.
- Operate a variety of standard warehouse and delivery equipment including food carts, forklifts, pallet jacks, hand trucks, two-way radios and dollies.
- Operate a variety of kitchen equipment including mixer, slicer, steamer, kettles, ovens and related kitchen equipment.
- Maintain a variety of records related to food items, supplies, orders, inventory and assigned activities.
- Communicate with personnel, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Prepare a variety of cold and hot foods as directed; serve food items to students, faculty and staff.
- Maintain stock and transport vehicles in a safe, clean and orderly condition; sweep and mop floors and perform other routine cleaning tasks.
- Lift and move food containers weighing from 10-50 pounds.
- Maintain and service food service equipment, facilities and boiler blow down.
- Perform periodic vehicle safety inspections; check and replenish air and fluid levels as appropriate.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, practices, procedures and terminology used in food storage, distribution and delivery operations.
- Traffic laws, defensive driving techniques and rules of the road.
- Proper loading and unloading of trucks.
- Operation of a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.
- Sanitation and safety practices related to handling, food service equipment and transporting food.
- Storage and rotation of perishable foods.
- Large quantity food preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory practices and procedures.
- Record-keeping techniques.
- Proper lifting techniques.
- Health, safety and school meal regulations.

Skills/Ability to:

- Participate in a variety of food service distribution functions.
- Drive a vehicle to various locations to pick up and deliver food items and supplies.
- Assist in filling and processing daily food service orders.
- Load and unload shipments of food items and supplies.
- Follow and assure compliance with health and sanitation requirements.
- Conduct daily inventories and order appropriate supplies.
- Assure proper temperature of food items.
- Operate a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Maintain various records related to work performed.
- Observe health and safety regulations.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school and one year warehouse, delivery or related experience including work with perishable food items.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Valid Food Handlers certification within a probationary period.
- Valid forklift certification within a probationary period.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

Physical Demands:

- Dexterity of hands and fingers to operate various warehouse equipment.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Reaching overhead, above the shoulders and horizontally.

- Bending at the waist, kneeling and crouching.
- Heavy physical labor.
- Seeing to read a variety of documents.

Hazards:

- Driving a vehicle during adverse weather conditions.
- Working around and with machinery having moving parts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.