

Madera Unified School District Classified Job Description

Delivery Person – Child Nutrition Food Handler

Purpose Statement

The job of Delivery Person – Child Nutrition Food Handler was established for the purpose/s of providing support to the educational process with specific responsibilities for transporting food, supplies, and/or equipment to designated sites while maintaining the vehicle in a sanitary and safe operating condition; and assisting in the food service program by unloading and stocking incoming shipments.

This job reports to Supervisor.

Essential Functions

- Assists in inventories for the purpose of verifying merchandise.
- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Maintains files and records (e.g. temperature logs, transport records, etc.) for the purpose of providing written support and/or conveying information.
- Performs maintenance on pre-pack machine for the purpose of ensuring proper working condition.
- Prepares cardboard for recycling for the purpose of complying with established district policies.
- Prepares food items, supplies and/or equipment for transport (e.g. CAMBRO, etc.) for the purpose of meeting health and safety guidelines.
- Responds to inquiries from site and central kitchen staffs for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Stocks food items for the purpose of complying with health and sanitation standards.
- Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.
- Unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and operating equipment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance; safety practices and procedures; health standards; and material handling techniques.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adaptability/flexibility; mechanical aptitude; meeting schedules/deadlines; and physical stamina.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 90% walking, and 5% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Minimum Qualifications

Experience Six months experience in food services in a school cafeteria setting or a large restaurant operation and experience of operation of a light truck, loading, transporting and unloading large boxes.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Continuing Educ./Training

Forklift Certificate

Class B- C CDL

Certificates

Forklift Certificate

(must obtain within 6 months of hire date)

Class-B C CDL

Clearances

Criminal Justice Fingerprint/Background

Clearance

TB Clearance

Physical Demands(D)

FLSA Status

Non Exempt

Approval Date

07/22/15

Salary Range