

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 site Child Nutrition Site Manager.

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. food service equipment supplies) 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.
- Ensures proper cleanliness and maintenance of delivery areas, and food site work areas.

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.

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 equivalency.

Possession of, or ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates

Forklift Certificate(must obtain within 6 months of hire date)
Food Safety Certificate
Valid CDL C

Continuing Educ./Training

Maintain as needed
Class-B-CDL

Clearances

DOJ/FBI Background
TB Clearance
Physical Demands(D)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule - Range 20