

CHILD NUTRITION SERVICES WAREHOUSE DRIVER I

DEFINITION

Under general supervision, drive a delivery vehicle in the pick up and delivery of food from the central kitchen to serving locations; receive, store, and issue food, child nutrition supplies, and prepared hot and cold foods; and do other related work as required.

ESSENTIAL FUNCTIONS

Load a delivery vehicle with a variety of food carts, food bags, food containers and Child Nutrition Services (CNS) supplies; drive a delivery vehicle to delivery and pick up sites, load and unload the delivery vehicle; assist in receiving, processing, and storing CNS product, materials, and equipment; staging of product daily for the following day deliveries; assist in maintaining a variety of CNS product and delivery related records; receive delivery acknowledgment receipts; may operate a variety of warehouse equipment, including a forklift, pallet jack, and hand truck; may assist in conducting inventory reviews and in maintaining inventory control procedures; review delivery vehicle service records and follow-up preventive maintenance and lubrication schedules; pick up and deliver money to and from various sites; complete the federal regulatory school nutrition professional development training requirements; support a positive climate of customer service in all interactions and communications with students, district staff, families, and community members; attend meetings as assigned; perform other related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, and procedures pertaining to receiving, processing, storing, and distribution of a variety of CNS food supplies, materials, and equipment;
HACCP procedures;
Simple record management and inventory procedures;
Vehicle service and maintenance requirements;
Safe working and vehicle operational practices;
Safe and sanitary food storage and transport.

Ability to:

Safely, effectively, and efficiently operate a delivery vehicle and assist in a receiving, storage, staging and distribution operation;
Perform routine clerical tasks;
Perform moderately heavy manual tasks;
Understand and carry out oral and written directions;
Understand and follow all HACCP Standard Operating Procedures;
Work independently with minimal direction or supervision;
Follow district, state, and federal rules, policies, regulations, and laws;
Effectively and efficiently operate a pallet jack and forklift;
Display tact and courtesy;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience operating a mid-sized delivery vehicle and in a warehousing and distribution operation. One year of experience in quantity food preparation, service and facility maintenance in a commercial, institutional, or school food facility setting.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. Must possess and maintain a valid ServeSafe Certificate. Must possess and maintain forklift certification within 60 days of employment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp, and reach; ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee; ability to climb a ladder for purposes of inspection when necessary; reaching overhead, above shoulders and horizontally; kneeling and bending at the waist.

Working Conditions:

May stock and store supplies which require lifting objects overhead on a regular basis. Exposure to cold from freezers and refrigerators for extended periods daily. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Pre-placement Physical: Class II