



NUTRITION SERVICES DRIVER - KITCHEN WORKER

Revision Date: 9/26/18

BRIEF DESCRIPTION OF POSITION:

Under the direct supervision of the Cafeteria Manager, the Nutrition Services Driver – Kitchen Worker is responsible for transporting food, supplies and/or equipment to designated sites while maintaining vehicle in a sanitary and safe operating condition. This position performs a variety of food preparation, set-up, serving, cleaning duties and operates a point of sale terminal (POS) as required within the overall operation of the kitchen.

ESSENTIAL STATEMENT OF TYPICAL DUTIES:

- a. Drives a district vehicle to transport food items, monies, supplies and/or equipment (routine deliveries, special deliveries) for the purpose of delivering requested items to designated sites.
- b. Performs daily safety inspection of vehicle and operates vehicle to and from various district locations, obeying traffic laws, district transportation policies and procedures and observing defensive driving practices.
- c. Prepares, assembles and packs foods for transport, such as a variety of entrée items, fruits, vegetables, and beverages; slices cheese, vegetables, fruits and deli meat items using a variety of commercial kitchen equipment.
- d. Loads food carrier containers with prepared meals, beverages, supplies into vehicle for delivery; at offsite location, unloads and transports food carrier containers into serving areas; at the completion of service, loads any leftovers and serving pans back into vehicle, and returns to preparation kitchen.
- e. Maintains assigned vehicle for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- f. Assists the cook in the preparation of menu items, as assigned.
- g. Sets up and merchandises food and food service areas.
- h. Serves a large volume of a variety of foods to students at district sites as specified by the menus, recipes and production records.
- i. Arrange food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- j. Serves food to students and staff according to established procedures and policies.
- k. Verifies all students have the required components to qualify for a reimbursable meal.
- l. Operates a POS terminal; receives money and makes change; assists with lunch count and money reconciliation, as directed.
- m. Maintains records (money received, inventories, etc.) for the purpose of providing written support and/or conveying information.
- n. Responds to inquiries from satellite site, prep site kitchens and/or District Office for the purpose of providing information regarding status of deliveries, etc.
- o. Maintains work and serving areas in a sanitary manner. Assists in clean-up of serving counters, milk coolers, refrigerators, freezers, warmers, and cashier areas.
- p. Washes and cleans steam tables; cleans and stores utensils, dishes and kitchen equipment following all Food Safety and HACCP requirements.
- q. Practices safe food handling according to Hazardous Analysis Critical Control Point requirements and Nutrition Services Standard Operating Procedures.
- r. Performs daily, weekly and monthly deep cleaning of the kitchen, serving area and transportation equipment.
- s. Assist with inventory as directed.
- t. Operates a variety of standard kitchen equipment, such as slicers, can openers, commercial food mixers, food choppers, ovens and others.
- u. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Operation of light vehicles and basic vehicle maintenance procedures
- Basic record-keeping methods applicable to delivery functions
- Sanitation and safety practices in the transport, handling and preparation of food
- Use and care of kitchen equipment and utensils
- Cleaning and sanitation methods used in a food service environment
- Food storage methods
- Basic arithmetic
- Customer service experience

Ability to:

- Perform varied delivery duties in the receipt and distribution of food carriers, food items, and supplies
- Perform routine food serving and dishwashing work in an institutional setting
- Perform basic math skills
- Handle money and keep records
- Follow routes and maps to various locations
- Operate a district vehicle, observing legal and defensive driving practices
- Work rapidly and efficiently in performing job duties
- Work cohesively, effectively, respectfully and cooperatively with peers, supervisors, school personnel and students
- Work in large groups and crowds
- Apply and maintain standards of cleanliness, sanitation and personal hygiene
- Read, write, and communicate in basic English
- Ability to understand and follow verbal and written directions
- Demonstrate customer service skills on an ongoing basis
- Ability to work independently

Special Physical Requirements:

- Ability to safely lift and carry moderately heavy supplies weighing up to 50 pounds
- Stand and walk on concrete and tile floors for long periods of time
- Must provide health screening, TB and fingerprint clearance

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Bending at the waist and turning/twisting to examine students.

Dexterity of hands and fingers to operate specialized health services and standard office equipment.

Seeing to assess injury or illness.

Lifting up to 50lbs

REQUIREMENTS:

WORK YEAR:	10 G
CREDENTIAL:	N/A
EDUCATION:	High School graduate or equivalent
EXPERIENCE:	Two years' experience in quantity cooking in a commercial/industrial setting
OTHER:	ServSafe Certification within 3 months of hire date
LICENSE:	Required possession of California Driver's License and ability to efficiently and safely drive a district insured vehicle
TEST:	Must pass the Nutrition Services Driver Test
SALARY:	Range 10
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance