

**Position:** Child Nutrition Custodial and Delivery Associate**School/Department:** Child Nutrition Program**Reports To:** Child Nutrition Program Manager and/or Director **Pay Grade:10**

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**SUMMARY**

Loads and transports food, paper products and various other items necessary for day-to-day operations. Must be able to transport and deliver perishable foods in a timely and safe manner. Needs to be able to organize deliveries to various District sites on a daily basis using the District's Child Nutrition Vehicle. This position is supervised or directed as needed by the Child Nutrition Program Manager and/or Director. Knowledge of custodial duties and responsibilities for a Food Service facility.

**NATURE AND SCOPE**

Under the guidance of the Child Nutrition Program Manager and/or Director, performs semi-skilled work as part of the Child Nutrition Program. Incumbents will exercise some judgment and discretion when applying specific instructions. Work relationships are generally within the group or may extend beyond the peer group to District staff in other departments, outside contractors, vendors, faculty, students, and parents. May have contact with adverse weather conditions. Performs daily maintenance that may include garbage removal, breaking down of cardboard (recycling), floor cleaning and other custodial duties.

**DISTINGUISHING CHARACTERISTICS**

This is a separate position in the Child Nutrition Department and does not perform the same duties as other positions within the department. The individual must have the ability to follow the District's daily menus and keep track of inventory. He/she must understand and follow written and oral directions and perform basic record-keeping.

**ESSENTIAL TYPES OF DUTIES (Examples)**

- Unloads delivery trucks as needed, rotates and stocks inventory items, using the "First In, First Out" (FIFO) method.
- Maintains storage facility and equipment as necessary on a daily basis, combines open cases of the same items, and organizes inventory which may include perishable and non perishable food items, paper products and chemicals.
- Ability to lift, move and store related items that may weigh up to 100 pounds.
- Operates a pallet jack when necessary to move supplies
- Loads and unloads the District vehicle with daily supplies for satellite kitchens.
- Collaborates with the manager on the use of inventory for the daily menu.
- Understands and is knowledgeable in institutional food product substitution for day-to-day operations.

- Must be organized and capable of making decisions without immediate guidance.
- Ability to communicate with students and staff.
- Demonstrates flexibility in timelines and deliveries.
- Uses sharp objects for opening items such as, but not limited to, boxes and cans.
- Assists Child Nutrition Associates in putting away inventory items.
- Drives and maintains the Child Nutrition vehicle(s).
- Records and maintains necessary paperwork.
- Performs minor maintenance and repairs (using hand tools) at various locations on a daily basis as needed.
- Complies with all MSDS reporting systems requirements.
- Performs a variety of light and preventive maintenance in kitchens and serving areas.
- Maintains a safe and sanitary work environment.
- Performs a variety of custodial duties such as garbage removal, breaking down of cardboard boxes (recycle), scrub and mop floors, clean kitchen areas and other light custodial duties as assigned.
- Represents the Child Nutrition Program in a positive manner.
- May perform first aid or emergency assistance if certified.
- Member of the School District Safety Committee, give monthly meeting updates to ensure safety procedures are followed.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge and Skills:** Capable of driving a large vehicle or truck; knowledge of institutional food preparation, kitchen safety and sanitation; basic maintenance and custodial skills. Must have knowledge of work hazards and safety procedures Must obtain California Food Handlers Certification provided by the District.

**Abilities:** Must be able to perform the routine duties of the position with/without direct supervision. Must be able to follow oral and written instruction.

**Physical Abilities:** Requires the ability to walk, sit, stand, bend, kneel, lift and stoop. Requires the ability to handle hot and cold material as well as work in an environment dominated by wide temperature extremes (walk-in freezer and refrigerator). Sufficient hand and eye coordination to drive a District vehicle, stock inventory and maintain equipment on a daily basis.

Be familiar with proper lifting methods. Must lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, over 50 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as pallet jack, hand cart, and maneuvering a variety of push carts. Requires visual acuity and depth perception to operate equipment and read safety materials.

**Education and Experience:** Must possess a current California Driver's license and a satisfactory California Department of Vehicles record. Typically requires completion of high school curriculum or GED. Some food service experience in large quantity preparation desired. Additional experience may substitute for education.

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