

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NUTRITION SERVICES DRIVER- KITCHEN MAINTENANCE SPECIALIST

BASIC FUNCTION: Under the direction of an assigned supervisor, receive, store and distribute food and supplies for the District Nutrition Center & Central Kitchen, use a school district vehicle to transport prepared food and food service materials between the District's Nutrition Center and school site kitchens; load and unload food carts; provide assistance in the preparation of meals and/or serving meals to students and staff; perform related duties as required. Maintain eating and kitchen facilities in a clean and orderly condition in accordance to health code and established regulations.

ESSENTIAL DUTIES:

Receives, checks-in and stores food & supplies; properly fills approved requisitions; maintains inventory of food & supplies and conducts periodic physical inventories; develops and maintains all other records to aid in the efficient storage & distribution operations.

Performs cleaning and general maintenance of warehouse, central kitchen interior and exterior, and school site kitchen facilities assuring orderly and safe operation and compliance with health code regulations.

Performs periodic inspections, ensures maintenance of forklifts, pallet jacks, hand trucks, furniture dollies; conducts routine preventative maintenance on kitchen equipment at central kitchen and school sites.

Operates a variety of warehouse equipment and machines, including forklifts, pallet jacks, hand trucks, furniture dollies, for the purpose of moving items to designated areas.

Operates a variety of office equipment for maintaining records and inventory.

Cleans and disinfects assigned restrooms, warehouse, offices, and kitchens and preparation equipment, including sinks, toilets and urinals, floors, walls, fixtures, appliances, and mirrors; restocks supplies, polishes metal fixtures and cleans range hoods.

Drives a truck to deliver prepared food, cash, and other related items to school site kitchens. Picks up leftover food and supplies, cash, and receipt reports from school site kitchens for transport to the District's Nutrition Center.

Drives regularly scheduled Nutrition Services routes when needed due to increased department workload and absence of other drivers.

Maintains and provides deep cleaning of school site kitchens to ensure proper operation of equipment and compliance with health code regulations.

Loads and unloads food transport carts and places them in designated areas for use by other food service personnel.

Fuels and washes assigned District vehicle and makes certain that the vehicle is properly serviced, cleaned and maintained; reports vehicle maintenance problems to Nutrition Services Supervisors and District mechanics.

Performs cooking duties at barbecues and other special events for Nutrition Services.

Assures food served is the correct temperature.

Works cooperatively with site staff, administration and community members.

Washes and stores dishes, kitchen utensils and assigned equipment.

Sweeps, scrubs, mops and waxes, vacuums and cleans carpets and floors within the warehouse, central kitchen and school site kitchens and serving areas; scrapes and refinishes floors as necessary.

Serves students and staff at an assigned school site, or provides assistance to skilled food service personnel at the Nutrition Center.

Plans, organizes and prioritizes own work.

OTHER REPRESENTATIVE DUTIES:

Assists in conducting the Departments annual food, supply and equipment inventory.

Assists in maintaining kitchen and equipment in a clean, safe, and sanitary condition.

Assists in filling requisitions for commodities, supplies & equipment; loads these supplies for delivery.

May set up steam tables, salad bars, condiment tables, and other kitchen equipment for dispensing food.

May assist in the operation of kitchen equipment, such as openers, mixers, ovens, etc.

Develops familiarity with supplies held in inventory.

Responds to emergencies related to hazardous spills.

Performs related duties as required.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: 1) Reports to Nutrition Services Supervisor.

Internal Contacts: 1) Continuous contact with Nutrition Services Director, Assistant Director, Lead Cooks, Operations Technician, Warehouse Utility Worker, Delivery Drivers

and Site Nutrition Services staff.

- 2) Frequent contact with Executive Director, Facilities Planning, Maintenance, Operations and Transportation, Building Services Supervisor, and Custodial staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the receipt, storage, control, inventory and distribution of materials, supplies and equipment, including computer input.

ABILITY TO:

Perform a variety of warehousing duties, including filling requisitions, stocking, shelving and checking materials and supplies.

Load and unload materials, supplies and equipment; using proper methods and equipment.

Operate or learn to operate a variety of warehouse equipment, including forklifts, pallet jacks, hand trucks, dollies, and handheld scanners in a safe and efficient manner.

Lift and/or move objects weighing up to 75 pounds without assistance, 100 pounds with assistance.

Communicate effectively with others.

Maintain records and prepare reports.

Understand and follow both oral and written directions.

Make maximum use of storage space.

Follow traffic laws and maintain safe driving practices.

Follow good safety practices in pushing, pulling, and lifting heavy materials.

Follow proper methods for loading, unloading, and transporting of food service carts and other materials; securing them properly in order to avoid damage to equipment and materials.

Use fundamentals in the preparation of food.

Use basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Follow simple record management procedures.

Follow basic vehicle service and maintenance requirements.

Use basic principles of sanitation and safety, and personal hygiene.

PHYSICAL DEMANDS:

A person employed in this classification is frequently required to stand, walk, stoop, kneel, crouch, climb balance and sit. The employee is regularly required to repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly. The employee must regularly lift and/or move items weighing up to 75 pounds without assistance and 100 pounds with assistance. This person will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Specific vision abilities used while performing this job including close vision, distance vision, color vision, depth perception and the ability to adjust focus. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from refrigerators, freezers, carts and steam tables.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License required and insurability by the District's insurance carrier.

Possession of forklift operator's certificate or ability to secure a forklift operator's certification within four months of employment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- 1) High school diploma or equivalent supplemented by college-level course work directly related to warehouse management and inventory control.
- 2) Three years experience in stock, supply, shipping, and receiving work, including custodial, maintenance, and record keeping.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to loud noise and outside weather conditions, including fumes and airborne particles and vehicular vibrations. Occasionally exposed to moving mechanical parts.

PREPARED BY: Classified Personnel Department **DATE:** 3/2017

APPROVED BY: Board of Trustees **DATE:** 04/06/2017

APPROVED BY: Personnel Commission **DATE:** 03/28/2017