



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: STUDENT NUTRITION FACILITY TECHNICIAN
REPORTS TO: Manager of Nutrition Services **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 194 Days
SALARY: Range 138 - Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: January 28, 2016

JOB SUMMARY:

Under general supervision to perform daily services to all SMUHSD sites including but not limited to, deliver money bags, fill vending machines, and make miscellaneous deliveries relating to the student nutrition department and the sites. Maintaining and ordering inventory of student nutrition products. Miscellaneous SMUHSD documents for distribution to sites and delivery of these items on a schedule to/from sites. The Student Nutrition Facility Technician is assigned the responsibility of maintaining a relatively complex ordering system, keeping records stored, working with other student nutrition employees and maintaining their areas of responsibility with a minimum amount of supervision and guidance. The position is expected to use independent judgment and the ability to interpret and identify problems that require supervisory attention. Procedures are generally well defined and are regulated by State, County, and District requirements. Incumbents are expected to be a primary resource in the area of assignment. May perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Refills and cleans vending machines at various District sites.
2. Delivery of food, paper items, and documents as needed to designated locations.
3. Assure District stored records and documents are properly classified and delivered.
4. Organize and store food, equipment and supplies using forklifts, pallet jacks and ladders.
5. Loads delivery trucks and delivers food, equipment and supplies to school sites.
6. Coordinate outbound deliveries of food and supplies.
7. Store, inventory and distribute those items that are purchased in bulk.
8. Maintain and update student nutrition inventory items.
9. Place requisitions, and take receipt of supplies and recording controls working with Student Nutrition Leads.
10. Pick up and deliver money bags daily to/from each site based on a prescribed route.
11. Maintain telephone contact with vendors, District employees, and other personnel.
12. Operate computer with related District and/or County systems; as well as word processing, spreadsheet and excel; and operate various office equipment.
13. Reconcile and research inventory control problems and issues.
14. Generate reports for District and various agencies requirements.
15. Assist at sites in the Student Nutrition Department, if needed.
16. Drive a District vehicle over established routes.
17. Perform other related duties and functions in Business Services Division as required.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS

Education/Training Experience:

- High School Diploma or equivalent (GED).
- One year of accounting/inventory control experience, vending machines, and/or other related experience.

- Valid driver's license. H-6 DMV printout.
- Forklift operator certification.

KNOWLEDGE OF/ABILITY TO:

- Computer skills including Microsoft office, e-mails, spreadsheets, and the ability to maintain these spreadsheets.
- Methods of working, filling, and maintaining vending machines.
- Inventory control techniques.
- Modern office methods, practices and procedures.
- Forms and filing systems used in an accounting environment.
- Spreadsheets and word processing applications.
- Interpersonal skills using tact, patience and courtesy.
- Communicate effectively.
- Proper lifting and moving materials techniques.
- Safe driving practices
- Record-keeping techniques.
- Ability to operate a bob-tail truck, forklift certification and other applicable machinery.
- Ability to work additional hours as needed, including summer hours.
- Ability to work independently.
- Work cooperatively with others in all services areas of the Student Nutrition Department (Cafeteria, Snack bar, and Food services carts).
- Maintain harmonious working relations with school officials, school employees, and students.
- Meet schedules and time lines.
- Observe health, sanitation, and safety requirements.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS

ENVIRONMENT:

- Food service environment.
- Driving a District vehicle to conduct work.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit and stand for extended periods of time.
- Ability to operate vehicles safely, inspect received materials, and prepare and process paperwork.
- Ability to operate a computer keyboard and calculator.
- Ability to stand, reach, bend at waist, lift, kneel, crouch and squat.
- Ability to push, carry, and lift large and heavy objects up to 75 pounds,
- Ability to reach overhead, above shoulders and horizontally.
- Ability to operate vehicles and forklifts and grasp materials.
- Ability to climb stairs and ladders, walk, stoop and bend to reach materials.
- Ability to tolerate noise level in the working environment.
- May be exposed to dust and dirt on a regular basis.

HAZARDS:

- Work outdoors and in exposure to temperature extremes, of refrigerated areas.
- Noise, fumes, equipment and machinery, and potential spills of caustic chemicals.

LICENSES AND OTHER REQUIREMENTS:

- Must maintain a valid California driver's license and a satisfactory driving record.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position. Incumbents may be required to perform job related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.