



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Nutrition Warehouse Assistant	#2193
	County Operated Schools and Programs	
SALARY PLACEMENT:	Classified Salary Schedule	
	Range 28	

SUMMARY OF POSITION:

Under the direction of the Director of Student Services, order and deliver meals for Court and Community Schools. Maintain school site nutrition area, warehouse nutrition equipment, and inventory.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or the equivalent of the completion of the twelfth grade. Must be forklift certified, and ServSafe trained/certified, or willing to take necessary training. One year of work experience in nutrition services and warehouse operations.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Experience working in a school district, county office of education, or nutrition program. Training in school maintenance, warehousing, and inventory control. Experience may be substituted for training.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- school nutrition programs, warehousing operations, inventory control, basic record-keeping techniques, standard kitchen equipment
- assigned software

Ability to:

- prepare and serve food in accordance with health and sanitation regulations
- drive a vehicle to various sites to transport supplies
- maintain food service equipment and areas in a clean and sanitary condition
- add, subtract, multiply, and divide quickly and accurately
- follow policies, procedures, rules, and regulations
- meet schedules and timelines
- operate standard kitchen equipment safely and efficiently
- understand and follow oral and written directions
- work cooperatively with others
- operate a computer

Possess:

- interpersonal skills using tact, patience, and courtesy
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Calculate food requirements for each site.
2. Order food products and supplies for nutrition program.
3. Load van and deliver food in a timely manner to various school sites.
4. Maintain the designated warehouse space for the nutrition program. Receive and store food, and complete inventory.
5. Operate forklift.
6. Assist in major cleaning of warehouse and school sites.
7. Operate and maintain machines, tools, and equipment.
8. Attend meetings related to food service operations and activities.
9. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Enter data into an automated system and operate standard kitchen equipment.
2. See and read a computer screen and printed matter.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull, and move, lift and/or carry up to 50 pounds to waist height.
6. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a food service environment, drive a vehicle to conduct work, and come in direct contact with SJCOE staff, district staff, students, and the public.