

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

**CHILD NUTRITION SERVICES
DELIVERY WORKER**

DEFINITION

Under direction of the Director, Child Nutrition Services, perform a variety of duties related to receiving, storing, maintaining inventory, and delivering of food products, supplies, and equipment; receive, deliver, and deposit cash receipts; and perform other related work as assigned.

REPRESENTATIVE DUTIES

Using appropriate judgment and discretion, maintaining a high degree of confidentiality, the Child Nutrition Services Delivery Worker will perform the following duties involving all aspects of the school district, requesting assistance when needed:

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- May interact with parents regarding Child Nutrition Services
- Receive, perform visual and physical inspection, verify quantities of materials, food products, equipment, and supplies ordered, ensuring that items are not spoiled, damaged and are stored at the correct temperatures
- Load food items, supplies and/or equipment for the purpose of preparing items for transportation to assigned location
- According to local, state and federal guidelines, safely transport food items, supplies and equipment for the purpose of delivering requested items to designated sites on schedule.
- Unload food items, supplies and/or equipment for the purpose of providing requested items at designated sites in a timely manner; ensuring said equipment maintains proper temperature
- Maintain warehouse organization for the purpose of maintaining accuracy with inventory and stock rotation using the district's Child Nutrition Services software. Report discrepancies in inventory and reports to Director of Child Nutrition Services
- Pull product from inventory and distribute product and other deliveries to various sites according to requisitions
- Pick-up and deliver department mail. May collect and deposit monies at sites ensuring district finances are secured
- Maintains cleanliness and sanitary condition of all Child Nutrition Services storage areas and delivery vehicle
- Responsible for security of food, supplies, and equipment
- Drive a light truck and operate a variety of warehouse equipment including forklifts, pallet jacks, and dollies
- Fuel and wash assigned District vehicle; report vehicle maintenance problems

- Complete state mandated professional development trainings as required by USDA
- Maintain two-way radio communication with central kitchen at all times
- Check district email daily and respond promptly as needed
- May assist utility personnel

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Proper procedures used to order, receive, store, deliver, and inventory food and supplies
- Warehousing and food health and safety regulations desirable
- Traffic laws and safe driving practices
- Mathematical calculations
- Basic computer skills
- Proper lifting techniques
- Safe driving practices
- Interpersonal skills using tact, patience and courtesy
- Basic English usage, oral and written

Ability to:

- Establish and maintain cooperative and effective working relationships with school staff, colleagues, supervisors, and the public
- Learn district computer software programs
- Perform routine clerical tasks
- Plan, organize, and prioritize responsibilities
- Accurately determine and report inventory
- Multi-task various work assignments in a time efficient manner
- Meet schedules and deadlines
- Work independently
- Perform general storekeeping tasks, including rotation of stock
- Understand and carry out oral and written directions
- Communicate clearly and effectively
- Safely operate a light truck, forklift, and lift gate
- Lift/move equipment and supplies
- Use a personal computer (PC)
- Maintain work schedule and work independently with little direction
- Establish and maintain cooperative working relationships
- Maintain regular attendance and punctuality

Education and Experience:

- High school graduation or equivalent
- Six months experience in receiving, storing, and issuing stock

LICENSE AND CERTIFICATION REQUIREMENTS:

Must hold and maintain throughout employment:

- Valid California driver's license (Class A, B, or C) and must submit to a Department of Motor Vehicle license check as requested
- Forklift operator's certification required before or upon employment
- Valid Serve-Safe certificate or willingness to acquire

PHYSICAL DEMANDS, MENTAL DEMANDS, AND WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, feel objects, tools, or controls, reach with hands and arms, bend or twist at the neck, squat, stoop or kneel, reach above the head, reach forward and bend at the neck and trunk, and be on his/her feet for extended periods of time.

Perform work involving repetitive lifting, carrying, pushing, and/or pulling of objects, which, individually, may weigh up to 50 pounds, or with assistance, up to 100 pounds. Unloading food trucks require lifting, carrying, pushing, and/or pulling of objects totaling approximately 3,000 pounds over a two-hour period daily.

Employees in this class work substantial periods of time in freezing conditions, regularly walking in and out of the freezer when loading and unloading food deliveries.

This position requires accurate perceiving of sound, near and far vision, depth perception, and the ability to provide oral information. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees in this class will work in the warehouse and at various sites. Employees will drive a delivery vehicle in varied driving conditions. Operation of warehouse equipment can be hazardous, and there may be traffic hazards while operating a delivery vehicle.

Noise levels are normally moderate but can be high. Employees may be required to work with harsh or toxic substances.

Caution must be taken in the collection and transporting of money, when applicable.

Approved: December 9, 2008

Revised: September 10, 2015

Revised August 10, 2023