

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: NUTRITION CENTER STOREKEEPER/DELIVERY DRIVER
(RANGE 21)**

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in warehouse operations and develop efficient delivery route schedules; load delivery vehicles with food carts, boxes, bags and other containers for delivery to schools; follow an established route in delivery and pick up; unload trucks; perform vehicle safety checks.

DISTINGUISHING CHARACTERISTICS:

The Nutrition Center Storekeeper/Delivery Driver classification is assigned lead responsibilities for assigned Nutrition Services Delivery Drivers and participates in the warehouse work. The incumbent performs the duties as a delivery driver as well.

REPRESENTATIVE DUTIES:

Train, and coordinate the work of Nutrition Services Delivery Drivers in the transportation of food, supplies and equipment to District receiving kitchens; train drivers on routes; report performance problems to supervisor as assigned. *E*

Assure safe work practices, food sanitation, timely deliveries and effective use of time. *E*

Demonstrate vehicle loading and unloading procedures at the Central Kitchen and delivery sites. *E*

Communicate with supervisor regarding workload, routine and scheduling problems as necessary; maintain and update delivery routes. *E*

Perform varied warehousing work such as record-keeping, receiving, pulling orders, storing wet goods and operating warehouse equipment including a forklift. *E*

Report vehicle mechanical problems to supervisor; deliver vehicles to the automotive repair shop; provide information regarding mechanical problems and servicing needs; test drive vehicles following repair and servicing. *E*

Perform various duties of the Nutrition Services Delivery Driver class as required. *E*

Receive work assignments, distribute and participate fully in delivery work and assure that schedule work is completed and meets departmental standards; pick up daily cash receipts and deliver to Central Nutrition Services administration office; load transport carts and deliver food from Central Kitchen to receiving kitchens; pick up and deliver to assigned cafeteria sites daily receipts, reports, invoices, communications, equipment and food. *E*

Complete routine reports of work, time and materials.

Provide information to supervisor regarding material and equipment needs; test new equipment and materials as assigned.

Assist the supervisor in the development of work methods and standards as assigned.

Pick up daily cash receipts and deliver to Central Nutrition Services administration office. *E*

Load transport carts and deliver perishable food from Central Kitchen to receiving kitchens. *E*

Pick up and deliver to assigned cafeteria sites daily receipts, mail, reports, invoices, communication, equipment and food. *E*

Perform varied duties in support of the department recycling program including backhauling activities. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of loading and unloading transport vehicles for delivery of foodstuffs and supplies.

Sanitation standards relative to the delivery of foodstuffs.

Storekeeping and warehouse procedures.

Applicable safe work practices.

ABILITY TO:

Operate a delivery truck and specialized materials handling equipment.

Perform duties involving heavy manual labor and meet the physical requirements involved in delivery driver/warehousing work.

Follow and enforce strict safety, sanitation and cleanliness standards.

Perform basic arithmetic calculations.

Maintain accurate records and prepare written reports.

Train assigned staff.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience driving trucks and vans to deliver a variety of items or performing various warehouse-related functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Forklift certification.

Food Handler Card.

WORKING CONDITIONS:*ENVIRONMENT:*

Warehouse and outdoor environment.

Driving to transport supplies.

Exposure to heat and cold.

PHYSICAL ABILITIES:

Seeing to distinguish colors and locate supplies.

Dexterity of hands and fingers to operate warehouse and office equipment.

Lifting, carrying, pushing and pulling heavy objects unload heavy supplies and equipment.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies.

Walking or standing for extended periods of time.

HAZARDS:

Working with objects stored overhead.